

## Frequently Asked Questions for Associates NYC Paid Sick/Safe Time

### 1. What is NYC Paid Sick/Safe Time?

- A. NYC Paid Sick/Safe Time is a new law requiring employers to offer paid time off for certain mandated reasons to all associates who 1) work a minimum of 80 hours within New York City city limits per year; (2) have worked at least 120 days for the company; and (3) are not currently covered by a Collective Bargaining Agreement.

### 2. When can I use NYC Paid Sick/Safe Time?

- A. You may use NYC Paid Sick/Safe Time when needed for the following reasons:
  - a. For your own illness or to care for a (1) spouse or domestic partner, (2) biological, adoptive or foster parent or child, (3) child of domestic partner (4) grandparent, (5) grandchild, (6) parent-in-law (7) a person with whom the associate is in a relationship defined as “in loco parentis”, or (8) siblings, including half-siblings, stepsiblings or siblings related through adoption.
  - b. If your location is closed due to a public health emergency.
  - c. If you, a household member or covered family member is a victim of domestic violence, stalking, or sexual assault.
  - d. If you need to care for a child whose school or child care provider is closed due to a public health emergency.

### 3. Am I losing any PTO time?

- A. No

### 4. What does carve out mean?

- A. If you currently are entitled to 40 or more hours of PTO, then 40 hours of your PTO has been reallocated or “carved out” and now identified as NYC Paid Sick/Safe Time. You may use these 40 hours as NYC Paid Sick/Safe or as PTO.

Please note: Since our Macy’s PTO plan provides a greater benefit than that provided under the new law, NYC paid Sick/Safe Time is carved out of PTO. You may use NYC Sick/Safe Time for any of the reasons listed in question #2 above, or it may be used as PTO.

### 5. What if my NYC Paid Sick/Safe Time is not a carve out of PTO?

- A. You will accrue 1 hour of NYC Paid Sick/Safe Time for every 30 hours you work. This time can only be used as NYC Paid Sick/Safe Time and may not be used as PTO.

### 6. Will I be deducted an attendance credit for using NYC Paid Sick/Safe?

- A. No. When using NYC Paid Sick/Safe Time as sick time, you are not required to use attendance credits, nor does it affect any credit you may earn. Please note: if you are using NYC Paid Sick/Safe Time for PTO, all attendance rules do apply.

### 7. Are there times when I cannot use NYC Paid Sick/Safe Time?

- A. You can use NYC Paid Sick/Safe Time when needed for sick time. Blackout periods (if applicable to your schedule) do not apply to NYC Paid Sick/Safe Time. However, if you are using designated NYC Paid Sick/Safe Time as PTO, blackout periods do apply.

### 8. If I’m an executive, do I have to use NYC Paid Sick/Safe Time when I am out sick?

- A. No. You may utilize the executive short term disability benefit. Remember, executive sick pay (executive short term disability) can only be used in cases of personal illness.

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- 9. If I'm an executive, does NYC Paid Sick/Safe Time affect my executive sick pay (Executive Short Term Disability)?**
- A. No. NYC Paid Sick/Safe Time does not impact an executive's company-paid sick time eligibility. Since NYC Paid Sick/Safe Time can also be used as PTO, executives are not required to use the NYC Paid Sick/Safe Time as sick time, nor are they required to exhaust the NYC Paid Sick/Safe time before taking normal sick days. If you are a SOEE, and you are not using a NYC Paid Sick/Safe Time day, you would continue with the current practice of indicating a sick day in your time keeping system.
- 10. If I'm an executive and I use all of my PTO and all of my NYC Paid Sick/Safe Time can I still use the executive sick pay (executive short term disability)?**
- A. Yes. Executive sick pay (executive short term disability) is still available to you.
- 11. If I'm a SOEE and I used all my PTO entitlement, and now want to use my 40 hours of NYC Paid Sick/Safe Time for PTO, do I need to code PTO time as NYC Sick Time?**
- A. Yes. The 40 hours identified in the MTO systems as NYC Paid Sick/Safe Time may be used as PTO and you would follow the same procedure you currently follow in MTO - just enter the time under NYC Paid Sick/Safe Time.
- 12. If I'm an hourly-paid associate, how do I request NYC Paid Sick/Safe Time?**
- A. You must request NYC Paid Sick/Safe Time through your manager (or HR Manager).
- 13. If I'm an executive, how do I request NYC Paid Sick/Safe Time?**
- A. You may enter NYC Paid Sick/Safe Time through the MTO system, as you would record a PTO day.
- 14. If I'm an executive, why does NYC Paid Sick/Safe Time show in hours?**
- A. NYC Paid Sick/Safe Time is displayed and requested in hours no matter how your PTO is normally displayed. You can take a minimum of 4 hours and in one hour increments thereafter.
- 15. How does carryover for NYC Paid Sick/Safe work?**
- A. If you are an hourly associate and your annual PTO entitlement is 40 hours or more: you will be entitled to 40 hours of NYC Paid Sick/Safe Time. If you had unused NYC Sick/Safe time from the previous year, we are legally required to display it as carryover. However, the legislation also places a 40 hour maximum on the amount of time to be used in a fiscal year. Therefore, while the carryover time is displayed, you will not be able to use it.
- If you are an hourly associate and your annual PTO entitlement is less than 40 hours: Your entitlement will show as NYC Sick/Safe Time. If you had unused NYC Sick/Safe Time from the previous year, we are legally required to display it as carryover. The legislation allows you to use of to 40 hours in a fiscal year, therefore you will be able to use your current entitlement and carryover up to the 40 hour maximum.
- 16. I have used all of my PTO but I have NYC Paid Sick/Safe Time remaining. Can I use it for a vacation?**
- A. Yes. You may use your NYC Paid Sick/Safe Time as PTO.
- 17. If I leave the company, will I be paid out NYC Paid Sick/Safe Time?**
- A. If your NYC Paid Sick/Safe Time is a carve out of your PTO entitlement, you will receive a payout of your PTO and NYC Paid Sick/Time earned through your last day of employment.

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**18. Where can I review my PTO and NYC Paid Sick/Safe Time balance?**

A. You can access the MTO system through IN-SITE:

- Click the first tab - My Schedule Plus.
- Expand the Time/Attendance option.
- Select the Time Off (MTO) link to access the system.



**My Schedule Plus**

Instructions: Please make your selection by clicking on an option below.

- + Schedule
- + Options/Availability
- Time/Attendance
  - MSP Timecard and Attendance now on My Page
  - Time Off (MTO)**
- + Communication
- + Training

**19. I can see NYC Paid Sick/Safe Time in MTO, when can I begin to use it?**

A – Although the Legal Notice references July 30, 2014, if NYC Sick/Safe Time is displayed in the MTO system you can use it immediately.

**20. How does NYC Paid Sick/Safe Time show on my paycheck?**

A – NYC Paid Sick/Safe Time will show on your paycheck as SICK-SAFE.

**21. As a SOEE, how does NYC Paid Sick/Safe Time show in KRONOS?**

A – NYC Paid Sick/Safe Time will show in KRONOS as Sick-Safe NYC/PTO.