

# Human Resource Updates

## Upcoming Dates to Remember.....

**Dec. 13<sup>th</sup> (tentative)**  
**Open Enrollment**  
**Health/Vision/Dental Ins.**

**Dec. 16<sup>th</sup> Thursday**  
**Christmas Giveaway**  
**Distribution**

**Dec. 23<sup>rd</sup> Thursday**  
**Yarnes' Retirement Party**

**Dec. 24<sup>th</sup> Friday**  
**Christmas Holiday Off**

**Dec. 30<sup>th</sup> Thursday**  
**Brad Cox Retirement Party**

**Dec. 31<sup>st</sup> Friday**  
**New Year's Holiday off**

## *WELCOME NEW HIRES.....*

It is my pleasure to announce the newest members of Sabin Metal:

- Dezmond Wilson - Furnace
- Austin Ames – HGP
- Justin Decker - Security



### **Best Wishes for upcoming Retirement.**

- Joanne Yarnes – 10/31/2021 - 40 years of service
- Scott Yarnes – 12/31/201 - 44 years of service
- Brad Cox – 12/31/2021 - 40 years of service

*As you go into this next phase of your life, may you enjoy the very best that life has to offer. Thank you for your years of service and Goodluck on your retirement!!!*

### **Phil Cox – Winner of the \$500 COVID -19 Vaccine Raffle**

**Congratulations** to **Phil Cox** of department # 9 who is our lucky winner for the COVID-19 Vaccine Raffle. Thank you to all employees who participated.

### **2022 HOLIDAY SCHEDULE**

**New Years Day:** Friday, December 31<sup>st</sup>

**Good Friday:** Friday, April 15<sup>th</sup>

**Independence Day:** Monday, July 4<sup>th</sup>

**Thanksgiving Day:** Thursday, November 24<sup>th</sup>  
Friday, November 25<sup>th</sup>

**Presidents Day:** Monday, February 21<sup>st</sup>

**Memorial Day :** Monday, May 30<sup>th</sup>

**Labor Day :** Monday, September 5<sup>th</sup>

**Christmas Day :** Monday, December 26<sup>th</sup>

**Wishing you all a very Happy Holidays and a Prosperous New Year!!**

**From: Human Resource Department**



### PAID SICK LEAVE (PSL)

**AMOUNT OF LEAVE:** 56 hours (7 days) of Paid Sick Leave per calendar year (January 1<sup>st</sup> to December 31st)

#### ELIGIBILITY:

- All full time and part time employees are eligible for PSL.
- Employees begin accruing & using leave as soon as employment starts.
- There is no minimum period of employment before an employee may start accruing & using their sick leave.

#### ACCRUAL:

- Starting Jan. 1, 2022 all employees (full time and part time) begin accruing 1 hour for every 30 hours worked.
- Employees can only accrue leave time for "Hours Worked" and not for hours spent using vacation, sick leave (FMLA, PFL, Workers Comp, Short- Disability, Vacation, etc.)
- Employees "cannot" sell back any remaining/unused PSL.

#### PSL INCREMENTS:

- Employees can use the leave in 4 hours increments (½ day).

#### CARRYOVER:

- PSL leave that is unused over the course of the year **MUST** be carried over to the next calendar year.
- The maximum amount of leave allowed is 56 hours (**7 Days**) per calendar year.
- Unused leave time may grow, but employees are only allowed maximum of 56 hours (7 days) annual usage.

#### PERMITTED USES OF PSL:

- Same as the personal days.

#### NOTICE REQUIREMENTS:

- Employees must provide oral or written notice to supervisors or department heads.
- Employee leave that is more than 3 consecutive workdays or shifts requires "medical certification or other verification" supporting the existence of a need for leave and the date employee may return to work.

### Paid Leave for COVID-19 Vaccination

Every employee shall be provided a paid leave of absence for a sufficient period of time not to exceed four hours per vaccine injection.

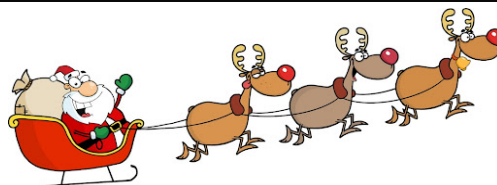
**Question:** Does this law apply to COVID-19 Booster Shots?

**Answer:** Yes, Labor Law 196-c applies to any COVID-19 vaccination received by an employee, including booster shots.

[https://dol.ny.gov/system/files/documents/2021/10/cd6-paid-leave-for-covid19-vaccinations-10-12-21\\_0.pdf](https://dol.ny.gov/system/files/documents/2021/10/cd6-paid-leave-for-covid19-vaccinations-10-12-21_0.pdf)

### Rapid Testing Available onsite....

Reminder that we can still conduct COVID Rapid testing onsite **as per need basis only**. Feel free to contact HR department @ ext. 296 if you want to be tested. If HR is not available, please feel free to contact Ed Garbowski @ ext. 350.



### Rochester Museum & Science – Admission Passes

As of 12/2/21 we did not receive any passes yet. We expect to receive 20 general museum admission passes available for employees & their family beginning of January 2022. I will let you know when we receive them. Thank you for your patience.



### Where does Sabin post business closing due to bad weather?

In case there is a need to close the Scottsville plant due to weather/winter storm, Jim Barrett, Brent Vesa or Aaron Gibson will have business closing posted at NEWS8 WROC.

