

In March 2020, the State of **New York** passed a temporary **COVID-19 Paid Leave Ordinance** to provide paid leave to certain employees who work in New York in response to COVID-19. The Ordinance was recently updated to clarify eligibility for paid leave coverage. Please provide the below communication regarding the details to employees who work in New York.

- **Audience:** All employees who work in **New York**
- **Requested Communication Timing:** Please share ASAP
- **New York Employee Action Requested:**
 - Read the communication immediately.

Update: New York Clarifies Eligibility for COVID-19 Paid Leave Coverage

In response to the COVID-19 pandemic, **New York** passed legislation in March 2020 that requires Luxottica to provide up to 14 days of COVID-19 Paid Leave to certain New York employees who are required to quarantine or isolate due to COVID-19. Luxottica continues to meet this requirement by expanding coverage under its COVID-19 Emergency Pay policy to eligible New York employees.

In late January 2021, New York updated its guidance to expand coverage criteria for COVID-19 Paid Leave and clarify that an employee may be eligible for additional COVID-19 Paid Leave, beyond the initial 14 days, in the event that an employee should subsequently test positive for COVID-19 after a previous period of quarantine or isolation.

Please familiarize yourself with the updated information below, detailing who may be eligible for the expanded COVID-19 Paid Leave coverage under Luxottica’s COVID-19 Emergency Pay Policy.

1) Eligibility

All New York employees may be eligible to for coverage unless they:

- Can work remotely and have not been diagnosed with a medical condition (asymptomatic);
- Returned to the New York after traveling to a country for which the CDC issued a level 2 or 3 travel health notice (not at Luxottica’s request), and they had notice of the travel health notice and the state law's requirements before traveling.
- Returned to New York after voluntarily traveling (not at Luxottica’s request) to a designated COVID-19 “hot spot” state as designated by the State Health Commissioner (See <https://coronavirus.health.ny.gov/covid-19-travel-advisory> for list of impacted states).

2) Criteria for Expanded Coverage

- (a) Employees are eligible for up to 14 days of paid quarantine and/or isolation period if they are :
- i. Subject to a **mandatory or precautionary order** of quarantine or isolation, due to COVID-19, which is issued by the state, state or local health department, or any authorized government entity; or
 - ii. **Required by Luxottica to remain out of work** due to exposure or potential exposure to COVID-19, regardless of (1) whether such exposure or potential exposure was in the

workplace; or (2) whether the employee is subject to a mandatory or precautionary order of quarantine or isolation from the state, state or local health department, or any authorized government entity.

(b) Employees are eligible for up to an additional 14 days of paid isolation if they **subsequently test positive for COVID-19 after an initial period of quarantine or isolation**. Proof of a positive test is required for such paid leave beyond the initial 14-day period of quarantine or isolation.

Employees that **subsequently test positive** for COVID-19 **after 2 previous periods** of quarantine and isolation may be eligible for a **final** paid period of isolation up to 14 days.

3) Other Terms and Conditions.

- Employees may be required to present a mandatory or precautionary order of quarantine/isolation or of a positive COVID-19 test result from their local health department. The quarantine/isolation orders are available in electronic or paper format. For a list of local health departments, employees may go to: https://www.health.ny.gov/contact/contact_information/.
- Employees cannot be required to find a replacement worker, nor can they be required to change their schedule instead of using COVID-19 Emergency Pay.
- Interfering with an employee's use of COVID-19 Emergency Pay is strictly prohibited, as is counting days missed from work as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.
- Employees **should not obtain COVID-19 testing to discontinue isolation or quarantine**, but should instead follow the **COVID-19 Decision Tree** on [HR Solutions](#). In many cases, the required quarantine or isolation period may be less than 14 days, per current CDC guidance.
- A copy of this communication will be posted on the COVID-19 page on [HR Solutions](#).

4) Manager Action Required

If an New York employee requests to use COVID-19 Emergency Pay for a covered reason as described above, determine the number of hours that the employee missed/will miss during the required quarantine/isolation period (up to 14 days) and code the time away from work using the "COVID Emergency Pay" pay code.

QUESTIONS? For questions pertaining to the application of this policy, please submit an E-Service Consultation Request via the **Employee Relations** icon on [HR Central](#).