

# Memorandum



**Date** June 26, 2020

**To** Agency Presidents  
Agency HR Leads  
Agency LR Leads  
Daria Luisi, Corporate Occupational Health Officer

**From** Paul Fama, Chief People Officer

**Re** New York/New Jersey/Connecticut Travel Advisory Order – Leave Usage

Effective at 12:01 a.m. on June 25, 2020, Governor Cuomo issued Executive Order 205 which provides:

**All travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine.**

New Jersey and Connecticut have issued similar advisories. The list of states that meet the metrics for quarantine (“Quarantine States”) is posted on the New York Department of Health’s website at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. This list is subject to change.

For employees who traveled to one of the Quarantine States before the June 25 Executive Order or before a state is added to the list of Quarantine States, they may be eligible for NYS Quarantine Law leave for two weeks at full pay without use of leave balances. Employees who can telework are not eligible for this leave. Travel documentation (such as boarding passes, travel reservations) should be requested or a written statement describing the travel if no documentation is available.

For employees who traveled to one of the Quarantine States after the June 25 Executive Order or after a state is added to the list of Quarantine States, they will be required to use leave balances if they are not able to telework. Exceptional circumstances will be considered on a case-by-case basis.

Employees should notify their supervisor in the event that they plan to travel to one of the Quarantine States so that their quarantine status can be tracked.