



Domestic Employment: Standard Guidelines

The following is a guide to assist employers in determining fair and reasonable working conditions for domestic employees in the Greater New York City area.

Hours and Wages

- An average work week should not exceed forty hours. Every hour after forty hours for live-out and forty-four hours for live-in, should be compensated at a rate of time and a half

Vacation

- Employees should receive at least two weeks paid vacation annually at a time of their choosing, with appropriate notice
- Employees should be entitled to nine paid national holidays off, including: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Thanksgiving, Labor Day, Christmas Day.
- Employees should be compensated for any vacations employers take, whether or not the employee is working. The employee should not be penalized for the employer's choice to take a vacation.

Personal Days and Sick Days

- Employees should receive at least five paid personal days. Personal days are meant to anticipate that unexpected situations and emergencies will come up throughout the year.
- Employees should receive at least five paid sick days per year. These days account for the inevitable periods of illness and regular check-ups. If these days are not taken, they should be paid at the end of the year.

Notice of Termination and Severance

- If an employer is planning to terminate an employment contract, the employee should be given three weeks notice or three weeks pay in lieu of notice. After one year of employment, the employer should provide two week's wages as a severance pay, and one additional week for every year of work with the same employer, up to a mutually agreed upon number of weeks.
- Employees should also give at least three weeks notice before leaving a job. Because domestic workers do not have pensions, severance pay in any and all situations is strongly suggested.

Health Benefits

- Employers should pay or contribute to employees' health care. This arrangement should be mutually agreed upon.

Immigration Status

- Undocumented workers can pay taxes and carry the same job responsibilities as documented workers and therefore should be considered and compensated equally for work.