



PAID SICK LEAVE

The Healthy Workplaces, Healthy Families bill provides paid sick leave to non-bargaining unit employees. This category includes the following: substitutes, student workers, Federal Work Study, NANCE, Professional Expert, etc.

Employees who work 30 or more days within a year from commencement of employment are eligible for sick leave. Employees earn a minimum of one hour of paid sick leave for every 30 hours worked.

ENTITLEMENT OF PAID SICK LEAVE

Sick Plan Year – Begins July 1 – June 30 (same as fiscal year)

Eligible Employees – Only Employees solely hired in a non-bargaining unit position are eligible for this sick leave plan.

- Note: Bargaining Unit employees with an additional non-bargaining position are not eligible for this plan.

Eligibility for the Plan – Employees are eligible for the sick leave plan 30 days from hire date.

Accrual Rate – Paid sick leave accrues at the rate of one hour per every 30 hours worked and recorded as paid time.

- Example: Timesheet hours recorded as 30 hours of paid time will result in 1 hour of sick leave accrual.
- Example: Timesheet hours recorded as 40 hours of paid time will result in 1.33 hours of sick leave accrual ($40/30=1.33$)

Accrual Maximum – Employees are eligible for a maximum accrual of 48 hours per plan year.

Accrual Carryover Maximum – Employees can carryover a maximum of 48 hours from one plan year to the next plan year.

Rate of Pay for Sick Leave – Employees will be paid at the current rate of pay for any sick leave usage.



USAGE

Usage of Plan – Employees may begin using accrued sick leave on the 90th calendar day of employment.

Usage of Sick Leave – Employees may use their paid sick leave for the following:

- Themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventative care. Family member means the following:
 - Child biological, adopted, or foster child, stepchild, legal ward or child to whom the employee stand in loco parentis, regardless of the child's age or dependence status
 - Biological adoptive, or foster parent, stepparent or legal guardian of an employee of the employee's spouse or registered domestic partner, or a period who stood in loco parentis when the employee was a minor child.
 - A spouse, registered domestic partner, grandparent, grandchild, or sibling.
- Specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

Yearly Limit on usage – Employees are limited to a maximum of 24 hours of paid sick leave per plan year.

Daily Limit on Usage – Employees will be required to use the sick leave in the following increments of time so long as the employee has the available balance available.

- Minimum of 2 hours
- Employees can use a minimum of 2 hours of paid sick leave up to scheduled hours.
- Employees using paid sick time will not be able to use the sick absence for any time less than 2 hours per paid time off request such as 1 ½ hour, 1 hour, or ½ hour

Limit on Available Balance – In addition to the yearly limit, employees will not be able to use paid sick leave when there is no sick leave balance available. Neither the district nor the department may advance paid sick leave to an eligible employee of this plan.

HOW TO USE THE BENEFIT

If the use of sick leave is foreseeable, employees must provide their supervisor with advance notice. If the need for the leave is unforeseeable, the employee shall provide notice as soon as practicable and report their absence to their supervisor.

It is the responsibility of the employee to enter and record their absence on their timesheet. The employee's supervisor may enter this absence on the behalf of the employee when notified.

If the absence is not recorded on their timesheet, the absence will not be considered as paid sick leave.



SEPARATION FROM EMPLOYMENT

No Payoffs – This sick leave plan is not compensable wages at the time of termination.

Employees with a balance of this sick leave plan will not have any sick leave balance paid out at the time of separation from the district.

Transfers of Sick Leave – This sick leave plan is not transferrable.

Balance Available – the sick leave balance is available to the employee for one year from the date of separation with the district. If the employee is rehired within one year into a non-bargaining position they will have previously accrued and unused paid sick leave balances reinstated and available for use upon re-employment. After one year of separation the unused and accrued sick leave will be deleted from the employee's previous sick leave balance.

PENSION PLAN AND SICK LEAVE

Service Credit – CalPERS will not recognize this paid time off as creditable service. Employees who are also members of CalPERS will not have this paid time reported to CalPERS for service during employment or reported as unused sick leave at the time of retirement. Therefore, no retirement contributions will be withheld from the employee's paycheck for this sick leave plan.

PERMANENT POSITIONS

A temporary non-bargaining unit employee that is offered a regular bargaining unit position will have their sick leave balance transferred into the new bargaining unit position. No new accrual under this sick leave plan will occur. Instead, the employee will be offered sick leave based on California Education Code as listed in the collective bargaining agreements.

PROTECTION FROM RETALIATION

Provisions of the law prohibit an employer from denying an employee the right to use the paid sick leave, discharging, threatening to discharge, demoting, suspending, or in any manner discriminating against an employee. There is a rebuttable presumption of unlawful retaliation if the employer acts in a manner described above within 30 days of the employee's request for leave or other protected activity.