

	California Paid Sick Days	
	<i>Human Resources</i>	<i>Benefits</i>

POLICY:

Eligible employees who work in California will be entitled to 24 hours or 3 days of paid sick days each fiscal year of employment. Paid sick days are in addition to any PTO benefits.

Paid sick days can be used for sick including leave for preventative care or care of an existing health condition of the employee or family member; or if the employee is a victim of domestic violence, sexual assault or stalking.

Qualifying Reasons for Paid Sick Leave

Employees may take paid sick time for themselves and their eligible family members (defined below) to: (a) obtain medical treatment, preventative care, or diagnosis; (b) attend a medical or dental appointment; (c) attend to or provide care for a covered family member with a mental or physical illness; and/or (d) recover or recuperate from an injury or health condition.

Employees may take paid sick time if the employee is a victim of domestic violence, sexual assault or stalking and time off is needed to attend to safety planning or other actions to assist the employee, such as judicial assistance, medical attention, counseling, etc.

Definitions

Family members include the employee’s current spouse, child or individual for which the employee stands in loco parentis, legal guardian or ward, parent, parent-in-law, sibling, grandparent, or grandchild. An employee’s domestic partner (as defined by law), as well as the child of a registered domestic partner, are also considered an employee’s family member. These family relationships include not only biological relationships, but also relationships resulting from adoption, step-relationships, and foster care relationships.

A "day" is 8 hours unless the employee has a different standard or usual workday.

Eligibility

All employees (full-time, part-time, per diem, temporary, or seasonal). However, an employee must have completed 90 days of employment before using paid sick time.

Paid Sick Leave Amount

Advanced Paid Sick Days

Eligible Employees will receive a Paid Sick time advance of 24 hours or 3 days after their first 90 days and/or for each subsequent year on July 1. Unused paid sick time will not carry over from year to year.

Pay

Paid Sick time will be paid out at the employee's straight time hourly rate.

Requesting Use of Paid Sick Time

If the need for paid sick time use is foreseeable, an employee must provide reasonable advance notice to their supervisor of an absence from work. If the use of paid sick time is unforeseeable, an employee must provide notice to their supervisor of the need to use paid sick time as soon as practicable. In all circumstances, an employee is responsible for specifying that the time off is for paid sick time reasons, so that the absence may be designated as a paid sick time absence.

Employee: Enter request for paid sick time in the timekeeping system or complete the Paid Sick Time Request form and give to your supervisor.

Supervisors: Supervisors should keep all Paid Sick Time Request forms and designate the time in Kronos.

An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

Discrimination Prohibited

The Company will not deny an employee the right to use the Paid Sick time provided by State Paid Sick Leave law, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using up to 24 hours or 3 days of advanced paid sick leave in a calendar year, filing a complaint with the State or alleging a violation of State Paid Sick Leave law, cooperating in an investigation or prosecution of an alleged violation of State Paid Sick Leave law, or opposing any policy or practice or act that is prohibited by State Paid Sick Leave law.

Separation from Employment & Rehire

An employee who separates from employment will not be paid out unused paid sick time at separation. If an employee is rehired within one year of his/her separation from employment, the employee will receive previously advanced, but unused, paid sick time the employee had available at the time of separation, up to 24 hours or 3 days, and will be eligible to use that time as of the date of rehire.