

**THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT**

*(Poster may be printed on 8 ½" x 11" letter size paper)*

**HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014  
PAID SICK LEAVE**

**Entitlement:**

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.

**Usage:**

- An employee may use accrued paid sick days beginning on the 90<sup>th</sup> day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.



1. When and how will hourly employees be notified?

There are posters and informational bulletins that were distributed around April/May of 2015. They were posted and disbursed through the campus. Please review posted items through the campus on employee bulletin boards.

2. Sick time begins to accrue as of July 1, 30 days after the first day worked, or 30 days after the first day of our hiring request? For example, we have hired people for Summer 2015 who may not begin to work until the first week of August. Sick time may be used after 90 days – again, 90 days from the first day worked or from the first date of the hiring request?

The “clock starts ticking” as of the first day worked. The eligibility rule to start accruing is 30 calendar days from the first day worked. The eligibility rule to use sick leave is 90 calendars days from the first day worked.

3. We re-request hourly workers for each term. Does the employee’s “clock” start over again at each re-hiring term?

The “clock” does not start over unless the employee has been terminated for over 12 months. If the employee has an accrued sick leave balance it must be restored to them if they are rehired within twelve months.

4. What cap for accrual and carryover will the District establish? Is the 24-hour cap on accrual a state standard, or set by each district?

Employees will accrue sick leave at 1 hour for every 30 hours worked. The law allows the employer to limit use of paid sick leave to 24 hours a year. The law also allows the employer to limit the employee’s total accrual of paid sick leave to 48 hours. The law requires that accrued paid sick leave hours carry over to the following year of employment. Simply stated, the employee’s sick leave balance will be “capped” at 48 hours and their use of sick leave will be “capped” at 24 hours in a year.

5. How will accrued time be tracked, and by whom?

The PeopleSoft system will accrue sick leave as per hours entered to TARS timecards using the Earn Codes that are currently entered for time worked. Part Time Sick Leave used will be entered to TARS on the employee’s electronic timecard using the Earn Code PTS (Part Time Sick). The Earn Codes for hours worked will add to the sick leave balance and the PTS Earn Code will subtract from the accrued sick leave balance when the payroll is processed.

6. How will accrued time be documented when used? RSL or will another code be established?

Part Time Sick Leave will be entered to TARS on the electronic timecard using the Earn Code PTS.

7. Will there be a training offered to those staff members who handle TARS reporting and/or manage hourly staff?

Training sessions for The Healthy WorkPlaces Healthy Families Act and other issues have been scheduled for Wednesday, August 12 from 10:00am-11:30am or 2:00pm-3:30pm in T1200.