Healthy Workplaces/Healthy Families Act of 2014

Paid Sick Leave Presentation
August 5, 2015
Paid Sick Leave

Who is Covered?
- Part-time, seasonal, and temporary employees (includes student workers and Federal College Work Study students)
- Day-to-day substitutes
- Retirees from CalSTRS

Eligibility
- Employees who work 30 or more days within a year
- Eligibility period for working 30 days started January 1, 2015
Paid Sick Leave

Sick Leave Calculation
- Paid sick leave accrues at the rate of one hour per every 30 hours worked
- Accrual will begin on the first day of employment or July 1, 2015, whichever is later

Carryover
- Accrued paid sick leave can carry over to the following year of employment
- Maximum carryover: 48 hours
Paid Sick Leave

- **Employee Usage**
  - An employee may use accrued paid sick days beginning the 90th day of employment
  
  - An employer shall provide paid sick days upon the verbal 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
Cabrillo College Temporary Hourly Employee Time Card
July 1 – July 19, 2015
Time Card must be in Payroll mailbox by 11:00 a.m. or Payroll Office by 5:00 p.m. on July 20

PLEASE PRINT

Last Name          First Name          Middle Initial

Student ID or Datatel ID Number (same number)

Position

Division/Department

Budget Number

Employee’s signature          Date

I certify that the reported hours are correct.

Supervisor

Date

Division/Department Head

Date

Hourly Rate _________ X Total Hrs. _______ = Total _________

(Worked & Sick)

Hours Worked (please note total number of hours to nearest quarter hour)

| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | TOTAL |
|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| X  | X  | X  | X  | X  | X  | X  | X  | X  | X  | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | TOTAL |

Sick Time Missed Each Day (please note total number of hours)

| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | TOTAL SICK |
|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| X  | X  | X  | X  | X  | X  | X  | X  | X  | X  | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | TOTAL SICK |
**Common Questions**

- **Are Federal Work Study students exempt from this law?**
  - No, there is no exemption provided for Federal Work Study Students

- **Does an employer have to reinstate accrued paid sick leave for former employees who are re-employed?**
  - Yes, as long as re-employment occurs within one year of his/her previous departure
Common Questions cont...

- How will a student or temp hourly worker know how much sick leave is available?
  - The law requires employers to provide the accrued sick leave balance on an employee’s pay stub

- Can an employer verify an employee’s need to use sick leave (e.g., obtain a doctor’s note)?
  - The sick leave law is silent on this matter. The Labor Commissioner’s position seems to be that employers cannot require an employee to provide a doctor’s note or any other details necessarily for the use of the covered Paid Sick Leave law days
Paid Sick Leave

- Resources

Division of Labor Standards Enforcement
- [http://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm](http://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm)

Liebert Cassidy Whitmore
Questions?