



## Human Resource Services

# PAID SICK LEAVE

### SHORT-TERM & STUDENT EMPLOYEES

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#### General Notice

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Short-Term and Student Employees are eligible to accrue sick leave per the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522; Labor Code 245-249).

Unless specifically exempt, you are front loaded 40 hours of sick leave on the first day of your employment. At the end of the calendar year (December 31st), any unused sick leave is no longer valid and on January 1st hours are reset (to 40 hours). At no time can a Student or Short-term employee have more than 40 hours of sick leave.

Your monthly pay stub will indicate the amount of sick leave available.

Sick leave is NOT paid out if you were to end employment. If you are rehired within one year of last day worked, you will not be able to use the previous unused sick leave, you will be front loaded 40 hours of sick leave.

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#### Use of Sick Leave

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You can begin to use sick leave beginning on the 90<sup>th</sup> day of employment, if you have worked at least 30 days. Sick leave can be reported in no less than ¼ hour increments on your monthly timesheet.

You may use sick leave for:

- Yourself or a family member for the diagnosis, care, or treatment of an existing health condition or as preventive care. (Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling).
- Specified purposes, if you are a victim of domestic violence, sexual assault, or stalking.

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#### Sick Leave Notification

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Notify your supervisor verbally or in writing that you will use sick leave for time you would otherwise work.

Please notify your supervisor when:

- Foreseeable sick leave; notify your supervisor with "reasonable advance notification".
- Unforeseeable sick leave; notify your supervisor "as soon as practicable".