

**NAME:** \_\_\_\_\_

**ID#:** \_\_\_\_\_

The hours of absence will be deducted from pay if enough leave has not been accumulated to cover the leave taken. The Payroll Department will deduct the appropriate hours from the next salary warrant.

NOTE: See reverse side for entitlement and usage.

**DEDUCTIBLE FROM LEAVE**

**QUALIFYING USES OF ACCRUED SICK LEAVE UNDER  
HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014, PAID SICK LEAVE LAW**

	Date(s) and Hours	Total # of Hours
<input type="checkbox"/> <b>Sick Leave (Self)</b>		
<input type="checkbox"/> <b>Doctor/Dentist Appointment (Self)</b> <small>(not related to an industrial injury/illness)</small>		
<input type="checkbox"/> <b>Qualifying Uses of Accrued Sick Leave Under Healthy Workplaces/Healthy Families Act of 2014, Paid Sick Leave Law</b> <small>(see below)</small>		
<input type="checkbox"/> <b>Qualified Uses of Accrued Sick Leave Under Emergency Family Medical Leave Expansion Act and Emergency Paid Sick Leave Act</b>		

**NON-DEDUCTIBLE FROM LEAVE**

	Date(s) and Hours	Total # of Hours
<input type="checkbox"/> <b>Judicial (Jury Duty)</b> <small>(attach proof of services)</small>		

**Definition of Family Member:** Includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.

**Qualifying Reasons for Usage of Accrued Sick Leave:**

- For diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee, or for an employee's family member.
- For an employee who is a victim of domestic violence, sexual assault, or stalking for the purposes described below:
  - To obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the victim or his or her child(ren);
  - To seek medical attention for injuries;
  - To obtain services from a domestic violence shelter, program, or rape crisis center
  - To obtain psychological counseling;
  - To participate in safety planning and to take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

In accordance with administrative regulations and procedures and applicable laws, this leave request should be granted.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**PLEASE SUBMIT TO THE OFFICE OF HUMAN RESOURCES, TRAINING & DEVELOPMENT**

## **QUALIFYING USES OF ACCRUED SICK LEAVE UNDER HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014, PAID SICK LEAVE LAW**

Part-time, hourly non-academic employees (hereinafter referred to as hourly employees) hired under a written Notice of Assignment, Contract for Services, or Personnel Action Form (PAF) issued by the Office of Human Resources or a Work Clearance for student workers issued by the Financial Aid/EOPS Office are eligible to accrue and use leave under the California Paid Sick Leave Law. Entitlement and acceptable uses are outlined below and in detail under the "Procedures for Implementing Healthy Workplaces/Healthy Families Act of 2014, Paid Sick Leave" (provided at the time of hire).

*California Paid Sick Leave Clean-Up Legislation (AB 304) expressly excludes CalPERS retired annuitants from being eligible to receive paid sick leave.*

### **Entitlement:**

- An hourly employee may use accrued sick leave beginning on the 90th calendar day of employment after July 1, 2015.
- Paid sick leave accrues at the rate of one (1) hour per every thirty (30) hours worked.
- The maximum number of sick leave hours an hourly employee can accrue is forty-eight (48) hours or six (6) days, whichever is greater.
- Accrued sick leave will be reported monthly on the hourly employee's monthly pay warrant or pay advice based on work hours reported to Payroll by the 12th of the month.
- Accrued paid sick leave up to a maximum of forty-eight (48) hours or six (6) days, whichever is greater, shall carry over to the following fiscal year of employment.
- Sick leave accrued is not retained once the hourly employee terminates, resigns or otherwise separates from employment, except as outlined below:
  - An hourly employee who is rehired within one year of departure date will have accrued paid sick leave reinstated, minus any previously used leave and may use sick leave without the required 90-day waiting period. Reinstated accrued leave is limited to forty-eight (48) hours or six (6) days, whichever is greater.

### **Usage:**

- Hourly employees must request leave by submitting a timecard to report the previously scheduled hours and a Request for Leave form simultaneously to the employee's supervisor.
- An hourly employee may use accrued sick leave at a minimum of one (1) hour per absence and one-half (1/2) hour increments thereafter beginning on the 90th calendar day of employment after July 1, 2015.
  - The employee will be paid hourly for the sick leave hours based on the employee's regular rate of pay for the workweek in which the employee uses sick leave.
- An hourly employee may use accrued sick leave for a maximum of twenty-four (24) hours or three (3) days, whichever is greater, per fiscal year for the purposes stated in the "Procedures for Implementing Healthy Workplaces/Healthy Families Act of 2014, Paid Sick Leave."
  - Leave for these purposes shall be deducted from the employee's sick leave accrual, and the reason for the absence must be stated on the absence form.
- The District reserves the right to request supporting documentation for any absence for the purposes listed under "Qualifying Reasons for Usage of Accrued Sick Leave."
- Whenever possible, the hourly employee must contact his/her immediate supervisor as soon as the need to be absent is known, but in no event less than one-half (1/2) hour prior to the start of the work assignment, except in case of emergency.
- The hourly employee will submit the above documentation in advance to notify the supervisor of prescheduled appointments or planned long-term absences. For unplanned absences, leave slips are to be submitted to supervisor within five (5) days of returning from leave.

## **EMERGENCY PAID SICK LEAVE ACT**

- Paid sick leave under the Emergency Paid Sick Leave Act may be accessed for employee or employee caring for a household member for recovery, quarantine, or school/child care closure as a direct result of COVID-19. It is in addition to other leave provided under Federal, State, or local law, and applicable collective bargaining agreement. Emergency Paid Sick Leave is equal to the average hours worked over a two week period or 2/3 of the employee's regular rate of pay (subject to limitations). Employees may supplement the 2/3 with accrued sick leave. Certification required for qualified reason.

## **JUDICIAL LEAVE**

An hourly employee will be provided paid leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the connivance or misconduct of the employee. If possible, the employee shall submit necessary documentation to support the absence no less than ten (10) days prior to the beginning date of the leave or appearance as a witness.

The employee, while serving jury duty, will receive his/her regular rate of pay for the position from which he/she was absent and must endorse to the District any stipend received for jury service or inform the Payroll Office in writing of any stipend received. If the employee fails to endorse to the District any stipend received for jury service, the District shall deduct from the employee's pay warrant the amount of such stipend actually paid to and retained by the employee.