



**PAID SICK LEAVE
PART-TIME/TEMPORARY EMPLOYEES
Healthy Workplace Healthy Family Act (AB 1522)**

A part-time employee is any employee hired as a part-time, seasonal, or temporary employee, including student employees, and whose employment is not otherwise covered by a collective bargaining agreement or employee handbook which provides a sick leave accrual and use benefit that meets or exceeds the provisions of the above referenced Act. Retired annuitants are excluded from the definition of part-time employee according to AB 304 (Labor Code Section 245.5(a)).

Eligibility:

In order to be eligible for paid sick leave, a part-time employee must work at least 30 days during the fiscal year.

Accrual:

Paid sick leave is accrued at the rate of 1 hour for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later. Unused sick leave may be carried over from fiscal year to year; however, the maximum accrual of sick leave shall not exceed six (6) days (48 hours). An employee's sick leave shall cease accrual upon reaching the maximum accrual and shall not accrue additional sick leave until the leave balance falls below the maximum accrual limit.

Usage:

- An employee must meet the 30 working day eligibility requirement.
- An employee is eligible to use his/her accrued sick days beginning on the 90th day of employment.
- An employee may use only the number of hours that are accrued and available according to the provisions stated in this document and policy, with a maximum of 24 hours per fiscal year.
- An employee's available balance is shown on the paystub and on MyCuesta, Banner Self Service, Leave Balances. Until the 90th day of employment, all accrued sick hours will show as "Banked" in Banner Self Service and as "0" available on the paystub.
- An employee may request paid sick days in writing or verbally.

Acceptable Use:

Eligible employees may use accrued sick leave for the following purposes:

- Diagnosis, treatment, or care of an existing health condition of, or preventive care for, an employee.
- Diagnosis, treatment, or care of an existing health condition of, or preventive care for, an employee's immediate family member.
 - Immediate family includes parent, child, spouse, domestic partner (registered or by affidavit of the employee on file with the district), parent-in-law, sibling, grandchild, or grandparent.
- An employee who is a victim of domestic violence, sexual assault, or stalking, as described by California Labor Code sections 230(c) and 230.1(a).

Reporting of Sick Time:

An employee must report sick time used on a paper time sheet, with the hours used noted on the applicable day(s). This sheet must be provided to and approved by the employee's supervisor for processing in the normal payroll cycle.

Break in Service:

Any employee who leaves employment with the district and returns to active employment status within one year shall have his/her previously accrued but unused leave balances reinstated. Part-time employees shall be eligible to accrue additional days upon rehire, in accordance with the provisions stated above.

Transfer of Sick Leave Balance:

A part-time employee who accepts an appointment to a classified, academic, or administrator position of the District shall have his/her accrued but unused sick leave transferred to his/her new appointment.

References

AB 1522 – Healthy Workplaces, Health Families Act of 2014

AB 304, 7/13/15 Update to AB 1522

Labor Code section 230(c)

Labor Code section 230.1(a)

Labor Code section 2810.5

Labor Code section 245 et seq.

Education Code 88191

Education Code 87781