

Sebastopol Charter Paid Sick Leave Policy [Hourly and Period/Day-Rate Employees]

For employees who perform services on an hourly or period/day-rate basis the following policy applies (unless otherwise noted in individual employment documents):

- 1) Hourly and Period/Day-Rate Employees (e.g. substitute teachers) are entitled to paid sick leave in accordance with the Healthy Workplaces / Healthy Families Act of 2014 (see DLSE Paid Sick Leave Posting 11/2014 copied below).
- 2) An employee who works for 30 or more days within a school fiscal year (July 1 to June 30) is entitled to paid sick leave which accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate or, for substitute teachers, at the highest hourly substitute rate earned during the school year.
- 3) Once an employee works for 30 or more days and is eligible for paid sick leave Sebastopol Charter will provide the employee with a written notice setting forth the amount of paid sick leave available to the employee each pay period. This notice will be provided in one of three ways: 1) on the employee's pay stub; 2) in a separate written document mailed with the employee's paycheck; or 3) via email on the day wages are paid.
- 4) Accrued paid sick leave shall carry over to the following year of employment and is capped at 48 hours or 6 days.
- 5) An employee may use accrued paid sick days beginning on the 90th calendar day after the first day worked.
- 6) Employees may use accrued paid sick days on days which are regularly scheduled work days or for days upon which employment is offered (e.g. when called by the school for substitute teaching roles).
- 7) Use of paid sick days is limited to 24 hours or three days in each school year of employment.

**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 90th 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.