

SUBSTITUTE AND SHORT-TERM EMPLOYEES PAID SICK LEAVE

Persons employed by the Yolo County Office of Education who are not covered by a collective bargaining agreement or other Yolo County Office of Education sick leave policy, are eligible to earn sick leave as outlined by the Healthy Workplaces/Healthy Families Act of 2014. The Yolo County Office of Education recognizes the rights of individuals and outlines the following policy and procedure to meet the requirements of the law.

Eligibility

An employee who works for thirty (30) or more days within a year (does not have to be consecutive days) from the first day of work is entitled to earn paid sick leave. This sick leave shall be limited to twenty-four (24) hours in each fiscal year (July 1 through June 30) of employment. An employee covered by this policy shall be entitled to use paid sick leave beginning on the 90th day of employment.

Sick Leave Earned/Usage

Beginning July 1, 2015, any eligible employee shall be entitled to twenty-four (24) hours of paid sick leave in each fiscal year (July 1 through June 30). The employee shall be entitled to use paid sick leave beginning the 90th day of employment. Sick leave must be used in increments of two (2) hours or more. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

Procedure

Paid sick leave may be used for the diagnosis, care, or treatment of an existing health condition, as well as preventive care, for the employee or family member (see below for definition of family member). Additionally, sick leave may be used for a victim of domestic violence, sexual assault or stalking.

“Family member” is defined as follows:

- 1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- 2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- 3) A spouse.
- 4) A registered domestic partner.
- 5) A grandparent.
- 6) A grandchild.
- 7) A sibling.

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To use sick leave the employee covered by this policy must be scheduled in advance to report to work on the day the use of sick leave is requested. The employee must report his/her absence to the Aesop Message Telephone prior to the scheduled start time of the work shift. The employee will log the same number of hours used on his/her timesheet.

The employee requesting sick leave is not responsible for securing a replacement worker to cover the time during which he/she uses sick leave.

The employee will be paid no later than the payday for the next regular payroll period after sick leave is taken using the required absence reporting procedure.

Employees' earned sick leave will be reflected on their paystub. The twenty-four (24) hours is accrued on a fiscal year basis and does not carry over from year to year. Unused sick days will not be paid out at the time of resignation, retirement, termination or other separation of employment.

Legal Reference

LABOR CODE:

245-249 The Healthy Workplaces/Healthy Families Act of 2014