Sick leave is available to all regular, temporary, and student employees.

Sick leave is primarily for the purpose of continuing your pay during periods in which you are unable to perform your job responsibility due to the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or family member. Sick leave may also be used by employees who are victims of domestic violence, sexual assault, or stalking to obtain counseling, participate in safety planning, etc. Each calendar year, up to ½ of the employee's annual sick leave accrual may be used for family members. For the purpose of this policy, family members include children (biological, adopted, or foster), stepchildren, children to whom the employee stands in loco parentis, wards, parents (biological, adopted, or foster), step-parents, persons who stand in loco parentis to an employee who is a minor child, legal guardians, parents-in-law, legal guardians, spouses, grandparents, grandchildren, and siblings. For regular employees, this annual limit may be waived in the case of a critical/life-threatening situation with the approval of the employee's supervisor and the Sr. Director of Human Resources.

Accrued and available sick leave for employees is shown (in hours) at the bottom of each paycheck stub.

**Regular staff employees who work at least 20 hours per week, for at least 10 months of the year.**

A non-exempt employee (02) will accrue sick leave each month equal to the number of regularly scheduled hours worked each day (up to 8 hours), during the employee's work year. For example, an employee working 8 hours per day will accrue 8 hours of sick leave per month and an employee working 4 hours per day will accrue 4 hours of sick leave per month. These hours may accrue to a maximum of 480 hours (prorated for employees who work less than 40 hours per week and 12 months per year). Non-exempt employees may use sick leave in quarter-hour increments.

An exempt employee (01) will be credited with 96 hours of sick leave on hire and will continue to accrue one day per month, to a maximum of 480 hours. Exempt employees will charge their sick leave account in four-hour increments. Absences of less than four hours are not charged to sick leave. Sick leave credit, accrual, and usage will be prorated for exempt employees who work less than 40 hours per week and 12 months per year.

**Regular staff employees who work less than 20 hours per week and all temporary staff employees.**

Employees will accrue sick leave at a rate of one hour of sick leave for every 30 hours of work. Employees may use up to 3 days or 24 hours of sick leave per year, but accrual will be capped at 48 hours. Employees in this category may use their accrued sick leave for either personal or family needs, to the 3-day/24-hour limit noted above.

**Contracted employees (regular and temporary)**

At the beginning of each fiscal year, employees will be credited with 24 hours of sick leave. Contracted employees are required to notify their supervisor when they are absent due to the...
reasons noted above for sick leave usage, but are not required to report usage to Human Resources. Accrued sick leave will not carry over to subsequent years.

**Retaliation or Discrimination Prohibited**

Termination or retaliation against an employee who requests paid sick days, uses paid sick days, or both, is prohibited. An employee has the right to file a complaint with the California Labor Commissioner against an employer who retaliates against the employee.