

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: B-17  
SECTION: B. PERSONNEL INFORMATION  
DATE: April 12, 2016  
SUPERSEDES: NEW  
TITLE: California Paid Sick Leave AB 1522

**POLICY**

Part-time employees who work 30 or more days in any 12 month period are entitled to paid sick leave. Full-time employees covered by a valid Memorandum of Understanding (MOU) or Personnel Handbook receive paid sick time in accordance with the MOU and/or Personnel Handbook and are not eligible for additional sick leave under this policy. Retired annuities are also exempt from the provisions of the law and AB 304 provides employers with direction on how to calculate wage and hour accruals for part-time and hourly employees.

**Accrual**

Part-time employees will receive one (1) hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours accrued sick leave. If a part-time employee accrues the 48-hour maximum, then accrual stops until the employee uses sick leave and their accrual drops below the maximum. Employees may only use up to 24 hours of sick leave each year. The measurement will be tracked on a 12 month basis, based on the employee's anniversary date.

**Use Increments**

Part-time employees may use accrued sick leave in minimum increments of .25 hours.

**Waiting Period for Use**

Employees may begin using accrued sick leave on their 90<sup>th</sup> day of employment with the District.

**Rate of Pay**

Sick leave will be paid at the employee's hourly classified rate.

**Exempt Employees**

For purposes of sick leave accrual and pay, exempt employees are deemed to work 40 hours per workweek unless their normal workweek is less than 40 hours, in which case sick leave accrues and is based on that normal workweek.

**Carryover**

Unused accrued sick leave for part-time employees carries over from one year to the next, up to a maximum of 48 hours. If an employee's accrued sick leave reaches the 48-hour maximum, the accrual stops until the employee uses sick leave and their accrual drops below the maximum.

### **Reasons for Use**

The part-time employee may use accrued sick leave for the following reasons:

- If they are ill and their illness prevents them from being able to work or could potentially infect others in the workplace.
- Injuries that prevent them from being able to work.
- To attend medical appointments for themselves or family members for diagnostics, care or treatment of an existing condition.
- To attend a medical appointments for themselves or family members for preventative care.

For the purpose of this policy, family members are children, step-children, spouses, parents, registered domestic partners, grandparents, grandchildren and siblings.

### **Notice of Use**

Part-time employees shall notify their direct supervisor of their intention to use sick leave. If the need to use sick leave is foreseeable, part-time employees must provide reasonable advance notice. If the need to use sick leave is unexpected, then the part-time employees must provide notice as soon as practical.

### **Documentation of Use**

Part-time employees shall document their use of sick leave on the District's TeleStaff Payroll and Staffing system.

### **Cash Out of Sick Leave**

Part-time employee accrued sick leave may not be cashed out during employment or upon separation.

### **Sick Leave Upon Rehire**


If a part-time employee separates from the District and is rehired within one year, then previously accrued unused sick-leave will be reinstated, and the part-time employee is entitled to use such accrued sick leave and accrue additional sick leave (subject to the 48-hour maximum) upon rehire. If an employee separates from the District and is rehired more than one year later, then previously accrued unused sick leave is not reinstated, and the employee is treated as a new hire under this policy.

### **No Retaliation/Discrimination**

Employees may request and use sick leave under this policy without fear of retaliation or discrimination, which District policy prohibits.

END

Written by: Randy Bradley, Fire Chief

Approved by:   
Michael Wapnowski, Acting Chief