


POLICY NUMBER: HR2023-001	POLICY TITLE: <b>California Sick Leave Law Policy</b>	
RESOLUTION NUMBER: <b>XX-XX</b>		
ORIGINAL ISSUE DATE: September 8, 2015 REVISION DATE: December 19, 2023	POLICY CONTACTS: Human Resources	
RELATED DOCUMENTS: Policy: AB 1522 Sick Leave Law	RELATED POLICIES: Includes prior policies or ordinances this version overrides, or sections of the county code that are modified as a result of adoption of this policy	

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## SECTION I – PURPOSE

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The purpose of this policy is to supersede the existing County policy, titled AB 1522 Sick Leave Law (S/L 3D), to be compliant with changes to the Healthy Workplaces, Healthy Families Act of 2014 made as a result of SB 616, passed on October 4, 2023, and becoming effective January 1, 2024, providing additional paid sick leave to California employees.

## SECTION II – APPLICABILITY

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This policy applies to all employees who work for the County of Humboldt for no less than 30 days within a year, that are not covered by a collective bargaining agreement, a Memorandum of Understanding (MOU), a Compensation Plan, the Humboldt County Salary Resolution, or any other agreement or policy that provides paid sick leave that meets or exceeds the current law. Employees who are retired annuitants of CalPERS are not eligible in accordance with California Labor Code, section 246.5 (a).

## SECTION III – DEFINITIONS

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**CalPERS:** The California Public Employees’ Retirement System.

**Employee:** For the purposes of this policy, any person employed by the County of Humboldt who are not covered by another policy, labor agreement, compensation plan, MOU or resolution that provides paid sick leave at or above the level provided by this policy.

**Family Member:** For the purposes of this policy includes: a child of the employee (includes biological, foster, adopted, stepchild or legal ward) regardless of age, parent (including current stepparent and current in-laws), spouse, domestic partner, grandparent, grandchild, sibling and a designated person, which, for purposes of this article, means a person identified by the employee at the time the employee requests paid sick days. An employer may limit an employee to one designated person per 12-month period for paid sick days.

**Retired Annuitant:** An individual who has retired and is receiving a pension from CalPERS or a 37 Act Retirement System.

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## SECTION IV – POLICY

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### A. Sick Leave Hours Accrual

The following section shall address the accrual of sick leave hours in accordance with SB 616-New California Paid Sick Leave Law.

1. Employees shall accrue 24 hours of paid sick leave on the 90<sup>th</sup> day of continuous employment.
2. Employees shall accrue an additional 16 hours of paid sick leave on the 200<sup>th</sup> day of continuous employment.
3. These sick leave hour accruals will appear on an employee's pay stub on the paycheck following their 90<sup>th</sup> or 200<sup>th</sup> day on continuous employment; however, the initial 24 sick leave hours will be available for use beginning on the 90<sup>th</sup> day of employment and the additional 16 hours will be available for us on 200<sup>th</sup> day of employment.

### B. Sick Leave Use and Payment

The following section shall address the use and payment of sick leave provided in accordance with this policy.

1. Employees may only use paid sick leave hours for hours and days the employee was scheduled to work, but was absent due to an approved reason.
2. Paid sick leave can be used for the following reasons:
  - a. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee.
  - b. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee's family member.
  - c. When the employee is the victim of domestic violence, assault, or stalking, activities including obtaining a restraining order, seeking medical attention, psychological services, safety planning, and obtaining services from a shelter, program, or crisis center.
3. Sick leave shall be paid at the employee's base rate of pay.
4. There will be no cash value of remaining sick leave upon separation of

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service.

### C. Sick Leave Maximum Accrual and Carryover

The following section shall address the limits to sick leave accrual and any carryover of remaining sick leave in subsequent years of employment.

1. Employees may accrue a total of 40 hours of paid sick leave per year under this policy.
2. Remaining sick leave not used in the year of accrual will carryover to the following year.
3. The maximum sick leave balance allowed under this policy will be 80 hours (the equivalent of two years of sick leave accrual).
4. If an employee separates and is rehired in the same calendar year any remaining unused sick leave under this policy will be reinstated and available for use upon rehire.
5. If an employee separates and is rehired in the subsequent year, their eligibility for sick leave under this policy shall begin effective the date of their most recent employment.

## SECTION V – PROCEDURE

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### A. Requesting leave

1. Employees must submit requests to use paid sick leave directly to their supervisor and in accordance with this policy.
2. Leave requests that are denied by a supervisor may be appealed in writing to the appointing authority.
3. Leave requests denied by the appointing authority may be appealed in writing to the Director of Human Resources.

### B. Methodology of sick leave accrual, accumulation and pay.

1. Paid sick leave that is accrued, accumulated, used, or paid under this policy shall be processed through the employee's regular payroll cycle,

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and shall be reflected on the employee's paycheck following the accrual or payment of said leave.

2. Employees shall report approved leave on their electronic timecard in the county's timekeeping system, or on an approved timecard provided by their department.
3. Inquiries about the processing of said accruals and payment shall be directed to the Payroll Division of the Auditor/Controller office.

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Board Approved:

Pursuant to Board Order \_\_\_\_\_ Dated \_\_\_\_\_