

**Healthy Workplaces, Healthy Families Act of 2014**  
**AB 1522**  
**Paid Sick Leave Policy**  
**for**  
**Temporary, Seasonal, & Part Time Employees**

**A. Purpose**

Under the new Healthy Workplaces, Healthy Families Act of 2014, all of Plumas County's employees who work more than thirty (30) days within a year, including temporary, part time and seasonal employees, will be entitled to paid sick leave. Employees who are members of a bargaining group are entitled to paid time off (PTO) according to the specifics in the Memorandum of Understanding (MOU) for each bargaining group. These bargaining groups' PTO guidelines exceed the new Healthy Workplaces, Healthy Families Act of 2014 regulations, and thereby employees within those bargaining groups are not affected by the new law. In addition, employees who are probationary or permanent employees with regular work hours, already receive paid sick leave exceeding the new law's minimum standards. This policy establishes paid sick leave guidelines for those employees who are not members of a bargaining group, and who do not already receive at least the minimum amount of legally mandated paid sick leave.

**B. Policy**

1. All employees who, on or after **July 1, 2015**, work for Plumas County for 30 or more days within a year are entitled to paid sick leave.
2. All employees who are members of a bargaining group shall receive paid sick leave in accordance with the terms of their bargaining group's MOU with Plumas County.
3. An employee that works for Plumas County for 30 or more days within a year and who is not a member of a bargaining group, but who has an individual contract of employment with Plumas County, shall receive paid sick leave in accordance with the terms of the contract, unless the paid sick leave provided under the contract is less generous than that required by the Healthy Workplaces, Healthy Families Act of 2014, in which case the employee shall receive paid sick leave in accordance with the guidelines set forth in paragraph B.5 of this policy.
4. Employees, who are probationary or permanent employees with regular work hours of less than full time per week, shall receive paid sick leave pursuant to the Plumas County Personnel Rules or as they have previously been interpreted and implemented.
5. Employees that (1) work for Plumas County for 30 or more days within a year, (2) are not members of a bargaining group, and (3) are not contract employees or probationary or permanent employees with regular work hours, will earn sick leave under the following guidelines:
  - i. Paid sick leave shall accrue at a rate of one hour for every 30 hours worked.

- ii. Paid sick leave may be used beginning on the 90<sup>th</sup> day of employment if the employee has accrued paid sick leave.
- iii. Use of paid sick leave is limited to 24 hours per year, from the anniversary date of employment. Paid sick leave must be used for one of the acceptable uses listed below.
- iv. Paid sick leave is compensated at the same wage as the employee's hourly rate of pay.
- v. Accrued paid sick leave shall carry over to the following year(s) of employment with a maximum of 48 accrued hours. Accrual of additional paid sick leave will be capped at 48 hours until paid sick leave is used at which time accrual will resume until the 48 hour cap is again reached.
- vi. Once employment is terminated, an employee will not be paid for any accrued and unused paid sick leave.
- vii. If an employee is rehired within one year from the date of separation, previously accrued and unused sick leave shall be reinstated, and the accrued paid sick leave may be used beginning on the date of rehiring.
- viii. Employees shall provide reasonable advance notice, either oral or written, if the need to use paid sick leave is foreseeable. Employees shall provide oral or written notice as soon as practicable if unforeseeable circumstances create a need to use paid sick leave.
- ix. Reasons for the use of paid sick leave shall be treated as confidential and shall not be disclosed to any person except to the affected employee, or as required by law.
- x. Records will be kept for a minimum of three years to show how many paid sick leave hours have been accrued and used by each employee covered by this paragraph B.5.
- xi. The employee has the right to request and use accrued paid sick leave, and may not be terminated, discriminated against, or retaliated against for using or requesting the use of accrued paid sick leave.

**C. Acceptable Uses of Accrued Sick Leave**

- 1. Accrued paid sick leave pursuant to paragraph B.5 of this policy may be used for the following purposes:
  - a. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
  - b. For an employee who is a victim of domestic violence, sexual assault, or stalking.

#### **D. Definitions for a Family Member**

1. The Healthy Workplaces & Healthy Families Act of 2014 defines “family member” as any of the following:
  - a. 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.
  - b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered partner, or a person who stood in loco parentis when the employee was a minor child.
  - c. A spouse.
  - d. A registered domestic partner.
  - e. A grandparent.
  - f. A sibling.

#### **E. Prohibited Retaliatory Conduct**

1. Retaliation or discrimination against an employee who request or used paid sick leave is prohibited. An employee may file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee for exercising these rights or other rights protected under the Labor Code. Local Offices are listed on the website at <http://www.dir.ca.gov/dlse/DistrictOffices.htm>.