



TUSTIN UNIFIED SCHOOL DISTRICT

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 PAID SICK LEAVE

Healthy Workplaces/Healthy Families Act of 2014 “Paid Sick Leave” applies only to temporary employees who are not part of the regular collective bargaining agreements. However, the law does not apply to CALPERS retirees returning to work temporarily and does not apply to Board Members.

Entitlement:

Each employee who works in California for the same employer for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues upon employment at one-hour for every 30 hours worked, not to exceed 24 hours or three days per year, and is paid at the employee’s regular wage rate for the assignment that the employee requests the paid sick leave. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.

Usage:

An employee may use accrued paid sick hours beginning on the 91st day of employment. The District will provide paid sick hours upon request from the employee for the following reasons:

- Diagnosis, care or treatment of an existing health condition or preventive care for self or family member,¹ or
- Employee is a victim of domestic violence, sexual assault, or stalking.

The District limits the use of paid sick days/hours to the hours of the assignment offered or the available accrued sick leave balance, whichever is less. The maximum use of paid sick leave hours is 24 hours or three days in each year of employment **Paid sick leave can be utilized only on days the District has offered a job assignment, and the employee declines the assignment for one of the reasons stated above.** Employee must contact Business Services to obtain available sick leave balance prior to completing **REQUEST FOR PAID SICK LEAVE FORM** to utilize accrued paid sick leave. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

In the event that the Superintendent/designee reasonably believes that the sick leave is being used inappropriately, a written verification by the attending physician or other authority may be required. The Superintendent/designee may also choose to obtain verification by a District-appointed physician.

An employee may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave, and has a right to file a complaint against an employer who retaliates.

¹ “Family member” is defined as (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; or (7) a sibling. (Labor Code section 245.5 (c))



TUSTIN UNIFIED SCHOOL DISTRICT
HEALTHY WORKPLACES, HEALTHY FAMILIES ACT OF 2014

REQUEST FOR PAID SICK LEAVE
(Complete and submit to Personnel Office)

Employee Name:		Employee ID #
Phone Number:		<input type="checkbox"/> Certificated <input type="checkbox"/> Classified
Are you a retiree from a CALPERS retirement system? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you answer 'YES', do not complete the form. You are not eligible for Paid Sick Leave)		
If currently in a retirement system, circle the system: CalPERS CalSTRS		
<p style="text-align: center;">CONTACT BUSINESS SERVICES TO VERIFY YOU HAVE PAID SICK LEAVE BALANCE PRIOR TO COMPLETING THIS FORM.</p> <p>The District limits the use of paid sick hours to the hours of the assignment offered or the available accrued sick leave balance, whichever is less. The maximum use of paid sick leave is 24 hours or three days in each year of employment. Paid sick leave can be utilized only on days that the District has offered a job assignment, and the employee declines the assignment due to one of the reasons stated within this law:</p> <ul style="list-style-type: none"> • Diagnosis, care or treatment of an existing health condition or preventive care for self or family member. • Employee is a victim of domestic violence, sexual assault, or stalking. <p>If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.</p>		
Assignment Description (Position):		
Date of Assignment:	Assignment Hours:	Available Sick Leave Hours:
I hereby state the leave complies with the conditions of the law as stated above.		
Employee's Signature:		Date:
Supervisor's Signature		Date:

For District Personnel Use Only:		
Employment offered on date requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted to Payroll:	
Submitted by:		
For Payroll Use Only		
Sick Leave Hours Available:	Hours Paid:	Hourly Rate:
Date Paid:	Budget Number:	
Notes:		