



December 14, 2020

## REVISION OF FENTON'S PAID SICK LEAVE POLICY FOR PART-TIME EMPLOYEES

As of July 1, 2017, all employers in the City of Los Angeles were required to provide paid sick leave according to the Los Angeles Minimum Wage Ordinance. The paid sick leave is required to be provided to all employees who work at least two hours in a particular week in the City of Los Angeles for the same employer for thirty (30) days or more within a year.

### Entitlement

Since the enactment of the ordinance, Fenton Charter Public Schools chose to "front load" the entitlement of at least 48 hours. Each January, FCPS paid out 48 hours of sick leave in one lump sum to all part-time employees.

**Beginning on January 1, 2021, Fenton will use the "accrual" method to provide paid sick leave to part-time employees.** This means there will be no lump sum payment in January 2021 and employees will instead earn one (1) hour of paid sick leave for every thirty (30) hours worked. These earned hours will accrue (accumulate) and the FCPS Business Office, as well as the location to which the employee is assigned, will maintain an accounting of the hours. Any unused hours will carry over to the following year of employment, but the accrued hours will be capped at 72 hours (if the accumulated total hours reach more than 72 hours, the hours will be lost).

When the employee leaves FCPS employment, there is no compensation of accrued/unused hours (no cash out of unused hours). If the employee is rehired within a year from the separation, the previously accrued/unused hours (up to 72 hours) will be reinstated.

### Usage

New Employees: An employee may use paid sick leave on the 90<sup>th</sup> day of employment.

Continuing Employees: Because paid sick leave was paid out in a lump sum in January 2020, all employees will begin with a zero (0) balance in 2021.

An employee may use paid sick leave as soon as hours are accrued, which for this year, will be after 30 hours are worked starting in January 2021 (one hour is earned for every 30 hours worked).

How to Use Accrued Sick Leave: FCPS will provide paid sick leave upon the oral or written request of an employee for themselves, or to care for a family member, or any individual related by blood or affinity.

The use of paid sick leave is limited to 48 hours leave annually.