



# HAYWARD UNIFIED SCHOOL DISTRICT

*Building a Culture of Success*



Date: August 1, 2017

To: Unclassified and Substitute Employees

From: Fernando Yanez, Executive Director of Classified Personnel, HR  
Kim Watts, Director of Certificated Personnel, HR

RE: AB 1522 (Healthy Workplaces/Healthy Families Act) – UPDATED Paid Sick Leave Time Card Procedures for Unclassified and Substitute Employees

Effective July 1, 2015, paid sick leave for substitutes and unclassified employees has been provided pursuant to AB 1522 legislation. Substitute and unclassified employees are entitled to paid sick leave after being employed for 90 days and working for the same employer for 30 or more days within a fiscal year from the beginning of employment. Paid sick leave is granted to eligible employees at a rate of three (3) days or twenty-four (24) hours per fiscal year, and is paid at the employee's regular wage rate. Leave shall be granted at the beginning on the first day of employment or July 1, 2015, whichever is later. This leave may not be carried over from one year to the next. PERS retired annuitants are not eligible.

Due to the nature of the impacted positions (on-call, day-to-day assignments, part time hours) and the provisions of the new law, certain restrictions and steps must be followed to use sick leave. To have a consistent and transparent method of tracking and paying out sick leave, effective August 1, 2017, we are implementing the following system:

Unclassified employees who wish to be paid for this leave must:

- Complete and return the attached form
- **Not** document it on your time card

Substitutes who wish to be paid for this leave must:

- Identify a day which would have otherwise been able to work
- **Not** accept and then cancel out of an assignment
- Complete and return the attached form
- **Not** document it on your time card

Forms may be returned by fax, email, postal mail or dropped off in person.

**For questions or form returns:**

- Melissa Holtzmann 510-784-2600 x72717 [mh249@husd.k12.ca.us](mailto:mh249@husd.k12.ca.us)
- Hodan Sheikh-Ali 510-784-2600 x72648 [hsheikh-ali@husd.k12.ca.us](mailto:hsheikh-ali@husd.k12.ca.us)
- Ivan Diego 510-784-2600 x72796 [idiago@husd.k12.ca.us](mailto:idiago@husd.k12.ca.us)
- [subhelp@husd.k12.ca.us](mailto:subhelp@husd.k12.ca.us)
- Fax: (510) 784-2696
- 24411 Amador Street, Hayward, CA 94544