



Gateway Unified School District

Providing Excellence in Learning: Every Student, Every Day

4411 Mountain Lakes Blvd. ■ Redding, CA 96003 ■ (530) 245-7900 ■ (530) 245-7920
www.gateway-schools.org

HEALTHY WORKPLACES, HEALTHY FAMILIES ACT OF 2014

Persons employed by the Gateway Unified School District, who are not covered by a collective bargaining unit agreement are entitled to rights to sick leave as outlined by the Healthy Workplaces, Healthy Families Act of 2014. The Gateway Unified School District recognizes the rights of these individuals and outlines the procedures of enacting this law in this District policy along with Board Policy 4121.

Eligibility:

An individual who works for 30 or more days within a year (does not have to be consecutive days) from the first day of work after January 1, 2015 is entitled to paid sick leave.

Accrual:

Beginning July 1, 2015, any employee who is not covered by any collective bargaining unit agreement, who works for 30 or more days within a year of his/her employment, shall be credited with 24 hours of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

An individual covered by this policy shall be entitled to use accrued sick leave beginning on the 90th day of employment as per law. They will be informed of their sick leave accrual in writing included with their payroll warrant.

Procedure:

Paid sick leave, under this policy, may be used for the diagnosis, care, or treatment of an existing health condition, as well as preventive care, for the individual or family member (see below for definition of family member). Additionally, sick leave may be used for a victim of domestic violence, sexual assault or stalking.

To use sick leave an individual covered by this policy must be scheduled in advance to report to work on the day the use of sick leave is requested.

If the use of sick leave is foreseeable, the employee shall provide reasonable advance notification of two days. If the need is unforeseeable, the request must be made by contacting the school site at which you are scheduled to work, prior to the scheduled start time of the work shift. In addition to the school site contact, the individual must also complete and submit the Non-Bargaining Unit Absence Form located on the Gateway Unified School District website under the Department of Business Services,

**BUCKEYE SCHOOL
OF THE ARTS**
3407 Hiatt Drive
Redding, CA
96003
(530) 225-0420

**CENTRAL VALLEY
HIGH SCHOOL**
4066 La Mesa Avenue
Shasta Lake, CA
96019
(530) 275-7075

**GATEWAY
EDUCATIONAL OPTIONS**
3500 Tamarack Drive
Redding, CA
96003
(530) 245-7960

**GRAND OAKS
ELEMENTARY**
5309 Grand Avenue
Shasta Lake, CA
96019
(530) 275-7040

**MOUNTAIN LAKES
HIGH SCHOOL**
17752 Shasta Dam Blvd.
Shasta Lake, CA
96003
(530) 275-7000

**SHASTA LAKE
SCHOOL**
4620 Vallecito Street
Shasta Lake, CA
96019
(530) 275-7020

Payroll Forms & Information Section. The Non-Bargaining Unit Absence Form shall be completed and submitted within five (5) calendar days of the absence.

An individual requesting sick leave is not responsible for securing a replacement worker to cover the time during which the individual uses sick leave.

The leave must be taken in minimum increments of two (2) hours not to exceed eight (8) hours in one day.

An individual will be paid no later than their next regularly scheduled pay period, after the sick leave is requested and proper documentation is received by the Business Department. The rate of pay will be at the rate of the assignment the individual was scheduled to work on the day of request for use of sick leave.

The Gateway Unified School District shall not deny an individual the right to use accrued sick leave, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an individual for using accrued sick leave, attempting to exercise the right to use accrued sick leave, filing a complaint with the Superintendent or alleging a violation of this law, cooperating in an investigation or prosecution of an alleged violation of this law, or opposing any policy or practice or act that is prohibited by this law.

For the purposes of this policy family member is defined as follows:

- 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 or 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.
- 7) A sibling.