



8849 Cook Riolo Road  
Roseville, CA 95747  
(916) 770.8800 | Fax: (916) 771.0650

---

## **MEMORANDUM**

**To:** Classified & Campus Supervisor Substitutes  
**From:** Human Resources Department  
**Re:** Healthy Families Act of 2014 – Paid Sick Leave

---

The Healthy Families Act of 2014 provides paid sick leave to employees, including substitutes, who work in California for 30 or more days within a year. Employees may begin using accrued sick leave at the beginning of their 90th day of employment and can be used for the employee or a family member for the diagnosis, care or treatment of an existing health condition or preventative care, or for an employee who is a victim of domestic violence, sexual assault or stalking.

Subs will earn at least one hour of paid leave for every 30 hours worked, but are not able to take the time until after the completion of 90 days from their date of hire. The maximum amount of leave you can accrue is 14 days (112 hours) per year and a maximum of 14 days (112 hours) may be carried over from year to year. Your sick leave balance will be posted on your paystub.

Employees will need to place the absence in the absence column on the appropriate timesheet in order to receive pay. For substitutes, an assignment needs to be accepted in Aesop prior to requesting the time off. Absences must be taken in 15 minute increments (.25 of an hour). Enter the appropriate Absence Code Reason for your absence (see below) and job confirmation number on the timesheet.

### Table of Codes for Subs

1 = Illness

3 - 7 = PN (Personal Necessity)

### Payroll Contacts:

Last Names A through K:	Danni Hayes	916-770-8896	dhayes@dcjesd.us
Last Names L through Z:	Sara Harvey	916-770-8897	scharvey@dcjesd.us