



8849 Cook Riolo Road
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MEMORANDUM

To: Certificated 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.

Subs must first accept an assignment in Aesop and once they determine they are not able to work for the reasons listed above, the employees must go into Aesop and cancel the job.

Employees must then complete the Request for Paid Sick Leave Form and submitted it to the Payroll Department by the 27 th of each month in order to receive pay. Absences must be taken in 1.75 hour increments (1 hour and 45 minutes) as outlined on the form. The job confirmation number must be written on this form.

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