Paid Sick Leave for All Employees

Assembly Bill 1522 requiring California employers to offer paid sick leave to employees who do not currently earn paid sick leave became effective July 1, 2015. This legislation applies to Substitute/Temporary/Student Worker/STRS Retiree employees at the San Joaquin County Office of Education.

As a Substitute/Temporary/Student Worker/STRS Retiree employee you are entitled to earn one hour of paid sick leave for every 30 hours worked. You will begin earning sick hours on the first day of employment. As such an employee**,** you may begin to use earned sick hours on the 90th day of your employment, after which you may use the sick hours as they are accrued. The use of earned sick leave will be limited to 40 hours in any given fiscal year of employment. Unused sick hours will carry over to the following fiscal year. The maximum earned or carryover is not allowed to exceed 80 hours.

Paid sick leave may be used for the diagnosis, care, or treatment of an existing health condition, as well as preventive care, for the employee or a family member. Additionally, sick leave may be used for a victim of domestic violence, sexual assault or stalking. Sick leave must be taken in minimum increments of two (2) hours not to exceed eight (8) hours in one day.

To use sick leave, an employee must be scheduled to work or offered a job on the day the use of sick leave is requested. A Request to Use Sick Leave form must be submitted electronically via our preferred e-signature web-based platform. Sick absences are not reported on the Payroll Time Sheet.

After the employee reports absence(s) to the online absence management system and submits the electronic request form for the pay period (22nd of month to 21st of next month), the Attendance Unit will verify the available sick leave and will provide the Payroll Department with the information needed to process pay for a sick absence(s). Pay for a sick absence will be processed on the end of month payroll following the supplemental payroll date that coincides with the pay period. For example, a sick absence reported on September 22nd would be paid on November 30th because it falls within the September 22-October 21 supplemental pay period. (Hours worked on September 22nd would be paid on November 10th).

If the use of sick leave is foreseeable, you must provide reasonable advance notification. If the need is unforeseeable, you must provide notice of the need for the leave as soon as practical.

Sick leave balances will be displayed on the paycheck/direct deposit stub.

It is important for you to understand that each school district or county office is considered a separate employer. Therefore, you must meet the requirements of the law for each employer for whom you work in order to earn paid sick leave, and you will not be able to take sick leave that is earned in one school district or county office and use it in another. Additionally, each school district and county office will be adopting policies that will indicate specific requirements that may differ between districts and county offices.

If you have any questions, please email attendance@sjcoe.net.