



FEASTER CHARTER SCHOOL



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Short Term at Will Paid Sick Leave Policy

Feaster Charter School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act and the City of San Diego Earned Sick Leave and Minimum Wage Ordinance to provide paid sick leave ("PSL") to eligible employees.

Eligible Employees - All employees (including part-time and temporary) who work for the School more than 30 days within a year in California and who work at least two hours within a year within the City of San Diego are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap set forth in this policy.

Permitted Use - Eligible employees may use their accrued PSL to take time off for the following reasons:

- for the diagnosis, care, or treatment of an existing health condition of (or preventative care for) the employee or the employee's family member;
- when the employee is physically or mentally unable to perform their duties due to the employee's illness, injury, or a medical condition;
- for other medical reasons of the employee, such as pregnancy or obtaining a physical examination;
- to provide care or assistance to a family member with an illness, injury, or medical condition, including assistance in obtaining professional diagnosis or treatment of a medical treatment;
- for the use of "safe time" (as defined by applicable law) and for reasons related to a Qualifying Act of Violence (as defined by applicable law);
- when the employee's worksite is closed by order of a public official due to a public health emergency; and
- when the employee is providing care or assistance to a child whose school or child care provider is closed by order of a public official due to a public health emergency.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling of the employee as well as a child or parent of the employee's spouse, or a designated person. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law. "Designated person" means a person identified by the employee at the time the employee requests paid sick days. Only one individual may be a "designated person" per 12-month period.

Accrual Rate, Maximum, and Carryover - Eligible employees will accrue one hour of PSL for every 30 hours worked beginning on their first day of employment. Accrual for non-exempt employees will be calculated based on actual hours worked. Accrual of PSL for eligible exempt employees will be calculated based on a 40-hour workweek or the employee's normal workweek if the employee normally works less than 40 hours. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence.

There is a cap on PSL accrual. Employees may accrue up to ten days or eighty hours of PSL, whichever is more. Once the employee's PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee's PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to this maximum accrual.

Employees returning to the School within 12 months of separation of employment will have their sick leave reinstated to prior balance and may use accrued sick leave upon the first day of work. In no event, however, shall they have less than five days or forty hours of PSL. Employees returning to the School more than 12 months after separation of employment will be treated as a new employee for purposes of PSL.

Limits on Use - Eligible employees may use accrued PSL beginning on the 90th day of employment. Each calendar year, employees may only use a maximum of 40 hours of their accrued PSL. PSL may be taken in minimum increments of two hours. If an employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, they will be required to use accrued PSL to make up for the absence.

Notification -The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination - Employees will not receive pay in lieu of accrued but unused PSL. Accrued but unused PSL will not be paid out upon termination.

No Discrimination or Retaliation - The School prohibits discrimination or retaliation against employees for using their PSL.

I acknowledge and understand this policy and am aware of my available sick leave hours

Employee Signature _____ Supervisor _____ Current Hours Accrued _____