



Gateway Unified School District

Let's Connect!

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

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 40 hours (5 days) 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 the 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 preventative 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 notice 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 GUSD 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
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96019
(530) 275-7075

**GATEWAY
EDUCATIONAL OPTIONS**
17752 Shasta Dam Blvd.
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**GRAND OAKS
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5309 Grand Avenue
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**SHASTA LAKE
SCHOOL**
4620 Vallecito Street
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KYLE TURNER
Superintendent



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HEALTHY WORKPLACES, HEALTHY FAMILIES ACT OF 2014

I, _____, have been notified by the Gateway Unified School District regarding the eligibility, accrual, and procedure of the Healthy Workplaces, Healthy Families Act of 2014.

Signature: _____

Date: _____

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