



MEMORANDUM

TO: Intervention Teachers (non-BTA Members)

FROM: Jacqueline S. McHaney, Assistant Superintendent, Admin. Services

DATE: November 25, 2015 (Updated January 22, 2024)

SUBJECT: California Paid Sick Leave for Non-Bargaining Unit Employees

How It Works

An employee, not otherwise covered by a collective bargaining agreement, qualifies for paid sick leave by working for the District for at least 30 or more cumulative days in a school year (i.e., July 1-June 30th) and by satisfying a 90-day employment period before an employee can actually take any paid sick leave.

Sick leave is earned at the rate of one (1) hour per every thirty (30) hours worked. You may use accrued sick leave beginning on the 90th day of employment. The maximum amount of sick leave that can be used in one school year is forty (40) hours or the equivalent of five (5) days sick leave per school year.

Employees may use their paid sick leave in two hour increments and for the following:

- For the diagnosis, care or treatment of an existing health condition or preventative care for themselves or a family member. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild and sibling.
- Specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

Supervisory notification is required prior to the use of sick leave. It is your responsibility to immediately notify your school site if you plan on using sick leave and to record such usage on your timesheet in order to be paid. Sick leave will be paid at your hourly rate.

Accrual Carryover Maximum: Employees can carry over a maximum of 80 hours from one school year to the next school year, but again you are limited to use 40 hours of sick leave in one

school year. Sick leave will not be advanced to employees prior to it being earned (accrued). Employees are not allowed to donate leave to other employees.

No Payoffs: The sick leave plan is not compensable wages at the time of termination. Employees with a balance from this sick leave plan will not have their sick leave balance paid out at the time of separation from the district.

Transfers of Sick Leave: This sick leave plan is not transferrable to any employee or employer.

Balance Available: The sick leave balance will remain available to you for one year from the date of separation with the District. If you are rehired within one year into a non-bargaining position you will have your previously accrued and unused AB 1522 sick leave balance reinstated and available for use upon re-employment. After one year of separation, the unused and accrued sick leave will be deleted from your previous sick leave balance.

Your sick leave balance for the current school year will be reflected on your paycheck.

Should you have any questions, please contact Aly Perkins at 530-677-2261 x1001.