DETAILS OF PAID SICK LEAVE FOR SHORT-TERM, EXTRA DUTY AND/OR SUBSTITUTE EMPLOYEES

Persons employed by the Napa Valley Unified School District (NVUSD), who are not covered by a collective bargaining agreement or any other NVUSD sick leave policy are entitled to paid sick leave as outlined by the *Healthy Workplaces/Healthy Families Act of 2014* effective July 1, 2015 and as amended by SB 616 effective January 1, 2024. NVUSD recognizes the rights of these individuals and outlines the procedures of enacting this law in this policy.

Eligibility:
Employees as defined above who work for thirty (30) or more days within a year (days do not have to be consecutive) from the first day of work beginning July 1, 2015 are entitled to earn paid sick leave. Under this policy, a "year" is defined the District's fiscal year, as July 1 through June 30.

After the completion of ninety (90) work days, an employee covered by this policy, shall be entitled to start using their accrued sick leave.

Accrual:
Sick leave will be accrued at the rate of not less than one (1) hour per every thirty (30) hours worked. Any accrued and unused sick leave shall carry over to the following fiscal year, however the total accrual of sick leave is capped at a maximum of 10 days (80 hours).

Use of Sick Leave:

The use of sick leave is limited to 40 hours (5 days) per year.

Eligible employees may use paid sick days for diagnosis, care or treatment of an existing health condition, as well as preventative care for the employee or family member. An eligible employee may also use paid sick leave for purposes specified under Labor Code section 230 (c) or 230.1 (a) if the employee is a victim of domestic violence, sexual assault, or stalking.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

It is the responsibility of the employee to notify the Human Resources department in writing attention to:

mjarecki@nvusd.org (substitute teachers and other certificated substitutes)
ncrane@nvusd.org (clerical and custodial substitutes)
ellie_penatamayo@nvusd.org (other classified substitutes)

Please specify the date(s) you would like to use sick leave, within 5 (five) business days of the absence. Sick leave must be used no less than one full day at a time. You do not need to be

scheduled for a job to use sick leave. However, if you are, it is your responsibility to cancel the job you accepted. Simply canceling a job does not constitute notice that you would like to be paid your sick leave. You must notify HR separately and in writing.

Notification Requirements:
Short-term, Extra Duty and Substitute Employees covered under this policy will be able to view their sick leave accrual on their pay warrant stub.

Separation of Employment:
Accumulated sick leave will not be paid upon termination, resignation, retirement or other separation from employment.

Record keeping:
NVUSD shall keep for at least three years, records documenting the hours worked and paid sick days accrued and payment of the sick leave paid to Short-term, Extra Duty and Substitute employees each July, and shall allow the Labor Commissioner to access these records. NVUSD shall make these records available to the employee in the same manner.

Legal References: Labor Code Sections: 245 -249; Healthy Workplaces, Healthy Families Act of 2014; SB 616