Sonoma County Office of Education

Frontline ERP HFA Sick Leave

Healthy Families Act 2014 Review and Setup



Table of Contents

What is AB1522? 3
Employer Responsibilities 5
Employee Usage 5
Sample Poster 6
Who is Affected 7
Who is NOT Affected 7
Sick Leave Earning Methods 7
Option 1 – Accrual 7
Option 2 – Up Front 7
Transfer Sick Leave 8
Leave Balance Profile Setup – Accrual Option 9
Leave Balance Profile Setup – Up Front Option 10
Add Leave Group to Temporary Employees 11
Track Days Worked 14
Additional Pay 14
Adjust Payroll 16
Grant Leaves 17
Leave 15 – Healthy Families Leave Earned – Accrual 17
Leave 16 – Healthy Families Leave Earned – Up Front 18
Create Import File 19
Leave Transactions 20
Import Option 20
Manual Option 22

What is AB1522?

AB 1522 Requires California Employers to Update Paid Sick Leave Policies

On September 10, 2014, Governor Brown signed ***AB 1522*** into law (the "***Healthy Workplaces, Healthy Families Act of 2014")***. The law requires many California employers to provide paid sick leave benefits to their employees.

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

Exceptions: Employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air carriers are not covered by this law.

An employer may limit the amount of paid sick leave an employee can use in one year to 24 hours or three days. Accrued paid sick leave may be carried over to the next year, but it may be capped at 48 hours or six days.

https://www.dir.ca.gov/dlse/ab1522.html

Increased Paid Sick Leave Entitlement with Senate Bill No. 616

Under the HWHFA, there are several alternative ways in which employers can provide employees with paid sick leave. SB 616 increases the amount of paid sick time employees can receive and use each year, from three days or 24 hours to five days or 40 hours.

The Accrual Methods

- Modified Accrual Requirements: Under existing law and SB 616, employers that opt for an "accrual" paid sick leave policy may choose to either: (A) provide employees with one hour of paid sick leave for every 30 hours worked, or (B) adopt an "alternative accrual" method that meets certain minimum standards. For the "alternate accrual" method, current law mandates that employees accrue at least 24 hours or three days of paid sick leave or paid time off by the 120th calendar day of employment, each calendar year, or in each 12-month period. SB 116 modifies the minimum accrual for the "alternate accrual" method, by requiring employees to accrue at least 24 hours or three days of paid sick leave or paid time off by the 120th calendar day of employment, each calendar year or in each 12-month period, and at least 40 hours or five days of paid sick leave or paid time off by the 200th calendar day of employment, each calendar year, or in each 12-month period.

- Increased Cap on Accrual: Under existing law, employers may cap an employee's total sick leave accrual at 48 hours or six days at any one time. SB 616 increases the accrual cap to the greater of 80 hours or ten days at any one time.

- Increased Annual Usage Cap: Current law permits an employer to limit an employee's use of paid sick leave to 24 hours or three days per year. SB 616 mandates that employees be permitted to use at least 40 hours or five days of paid sick time per year.

The "Up Front" Method

The second option for providing paid sick leave is the "front loading" method, in which the employer provides employees with a minimum number of paid sick leave or paid time off hours at the beginning of each year of employment, calendar year, or 12-month period. SB 616 increases the front-loading requirement from at least three days or 24 hours of paid sick leave or paid time off to at least five days or 40 hours of paid sick leave or paid time off per year. Under the "up front" method, no accrual or carry over of the sick leave is required because the full amount of leave is received at the beginning of each year. For initial hires, the employer is still permitted to require the employee to wait until the 90th day of employment to begin being entitled to *use* the sick leave or time off.

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB616

Employer Responsibilities

There are several things employers must do to comply with the Healthy Workplace Healthy Family Act of 2014 (AB 1522).

- Display poster on paid sick leave where employees can read it easily.
- Provide written notice to employees with sick leave rights at the time of hire.
- Provide for accrual of one hour for every 30 hours worked and allow use of at least 40 hours or 5 days or provide at least 40 hours or 5 days at the beginning of a 12-month period of paid sick leave for each eligible employee to use per year.
- Allow eligible employees to use accrued paid sick leave upon reasonable request.
- Show how many days of sick leave an employee has available. This must be on a pay stub or a document issued the same day as a paycheck.
- Keep records showing how many hours have been earned and used for three years.

Employee Usage

- An employee may use accrued paid sick days beginning on the 90th day of employment.
- An employee may request paid sick days in writing or verbally. An employee cannot be required to find a replacement as a condition for using paid sick days.
- An employee can take paid leave for employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.



Sample Poster

Division of Labor Standards Enforcement **Labor Commissioner's Office**

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT

(Poster may be printed on 8 ½" x 11" letter size paper)

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT: CALIFORNIA PAID SICK LEAVE (as amended effective 1/1/2026)

Entitlement:

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days.
- An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry over is required.
- Other accrual plans that meet specified conditions, including PTO plans, may also satisfy the requirements.

Usage:

- An employee may use paid sick days beginning on the 90th day of employment.
- An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for any of the following:

For the Employee:	For the Employee and/or Their Family Members:
To serve on a jury	Diagnosis, care or treatment of an existing health condition or preventive care
To appear in court to comply with a subpoena or other court order as a witness in a judicial proceeding	Attend judicial proceeding related to being a victim of a violent or serious felony or other specified serious offenses
For an employee who is a victim of a qualifying act of violence to obtain relief, including a restraining order, to help ensure the health, safety, or welfare of the victim or their child	For specified victim-related relief and services, for an employee who is a victim or whose family member is a victim of a qualifying act of violence if the employee works for an employer with 25 or more employees

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.

DLSE Paid Sick Leave Posting **1/2026**

Who is Affected

Provides paid sick leave for all employees who work 30 or more days for an employer in a year.

- Classified and Certificated Substitutes employed on an on-call or day-to-day basis, as well as long term subs
- Seasonal workers (such as walk-on coaches)
- Temporary Employees (special projects, long term temps, or per diem or stipend).
- Employees who receive a W-2, even if they are paid by a stipend

Who is NOT Affected

- Employees already receiving sick leave
- Employees covered by a qualifying collective bargaining unit agreement are not covered by this law
- CalPERS Retirees are excluded (GC 21229)

Sick Leave Earning Methods

There are two methods for earning sick leave for HFA:

Option 1 – Accrual

- Employee must work for the same employer for at least 30 days within one year
- First day of employment, accrue 1 hour of sick leave for every 30 hours worked
- Carryover: Employer may cap accrued sick leave at 80 hours or 10 days, whichever is more
- Waiting period to use: Employer may require 90 calendar days of employment
- Annual use: Employer may limit use to 40 hours or 5 days, whichever is more
- Leave15 – Healthy Families Leave Earned – Accrual

Option 2 – Up Front

- Employee must work for the same employer for at least 30 days within one year
- Provide 40 hours or 5 days of sick leave, whichever is more, up front
- Carryover: No carryover required when the full amount is provided up front each year
- Waiting period to use: Employer may require 90 calendar days of employment
- Annual use: Employer may limit use to 40 hours or 5 days, whichever is more
- Leave16 – Healthy Families Leave Earned – Up Front

Transfer Sick Leave

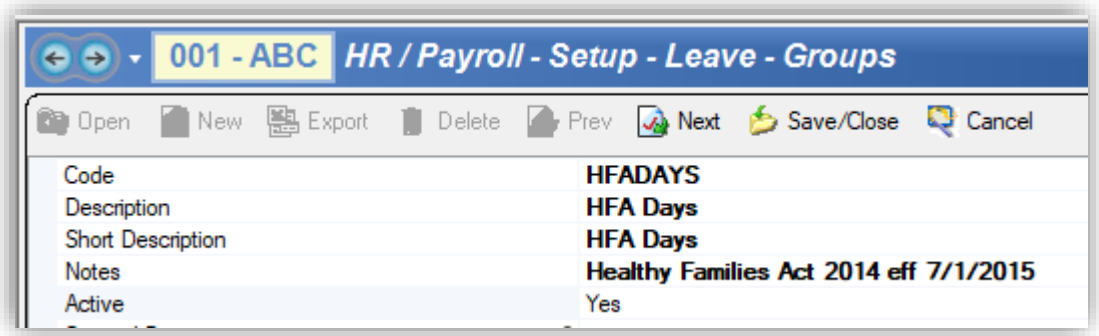
AB1522 does not require a transfer of sick leave balance to another District. However, if the employee is rehired by current District within 12 months following resignation/separation, the employee can reclaim the sick leave balance upon rehire.

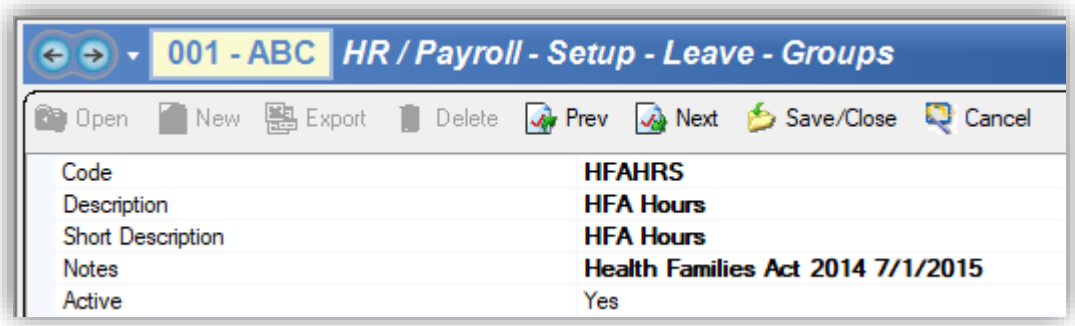
Leave Group Setup

The leave group is an indicator for leave granting for employees covered under the Healthy Families Act (AB1522). You will need to set up an HFA leave group and assign that leave group to all applicable employees.

Go to HR/Payroll – Setup – Leave Groups

- Select New
- Leave Group must start with HFA
    - Recommended Leave Groups:
        - HFADAYS (Certificated)
        - HFAHRS (Classified)
- Save/Close





Leave Balance Profile Setup – Accrual Option

Employees earn at least 1 hour of sick leave for every 30 hours worked. Accrued Sick Leave may be carried over from year to year, but the employer may cap it at 80 hours/10 days. An employee may use accrued sick leave on the 90th day of employment. Employers must show how many days of sick leave an employee has available. This must be on a pay stub or an official document issued on the same day as payroll.

Go to HR/Payroll – Setup – Leave – Balance Profiles

Accrual Option:

Profile Information:

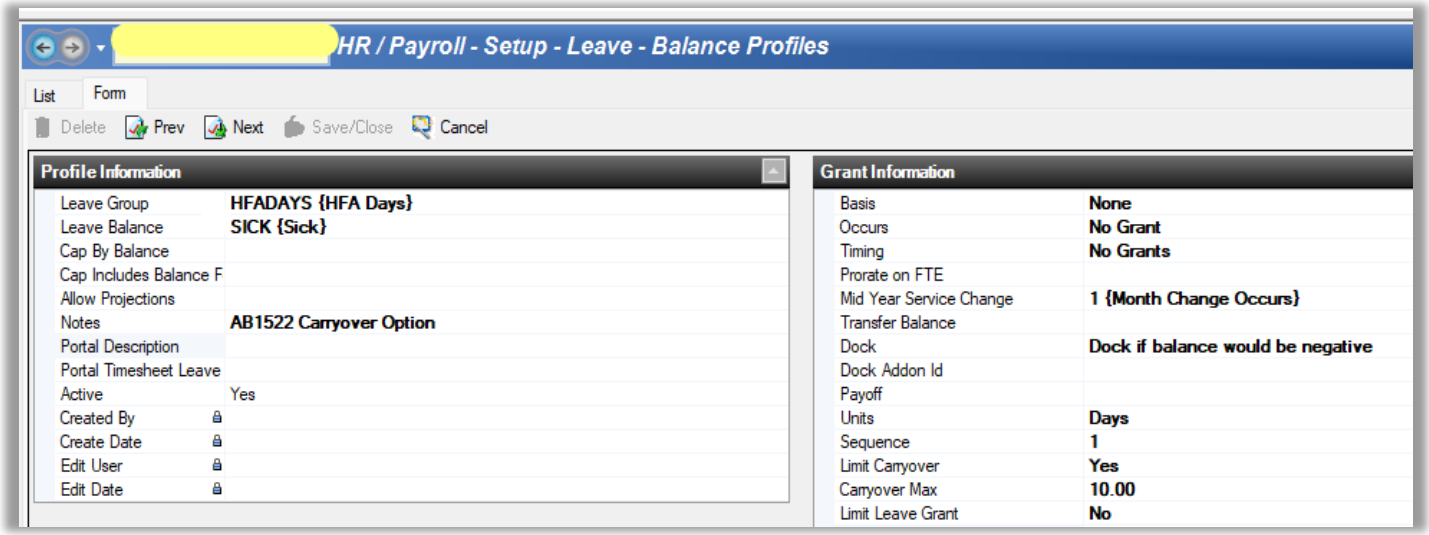
- Select New
- Enter HFA Leave Groups
- Leave Balance: Sick Leave
- Notes: Use Notes for Description



Grant Information:

- Basis: None
- Occurs: No Grant
- Timing: No Grant
- Mid-Year Services Change: 1 {Month Change Occurs}
- Dock: Select Option (District Choice)
- Sequence: 1-5 Allowed up to 5 Leaves Balances to print on pay stub
- Units: Days or Hours
- Limit Carryover: Yes
- Carryover: 10 Days or 80 hours
- Save/Close

Example Accrual Option:



Leave Balance Profile Setup – Up Front Option

Districts can grant 5 days of sick leave regardless of the number of days/hours worked **OR** Districts can grant 5 days of sick leave AFTER working for 30 days. There is NO carry over from year to year. The employee must "Use it or Lose It".

Go to HR/Payroll – Setup – Leave – Balance Profiles

Up Front Option:

Profile Information:

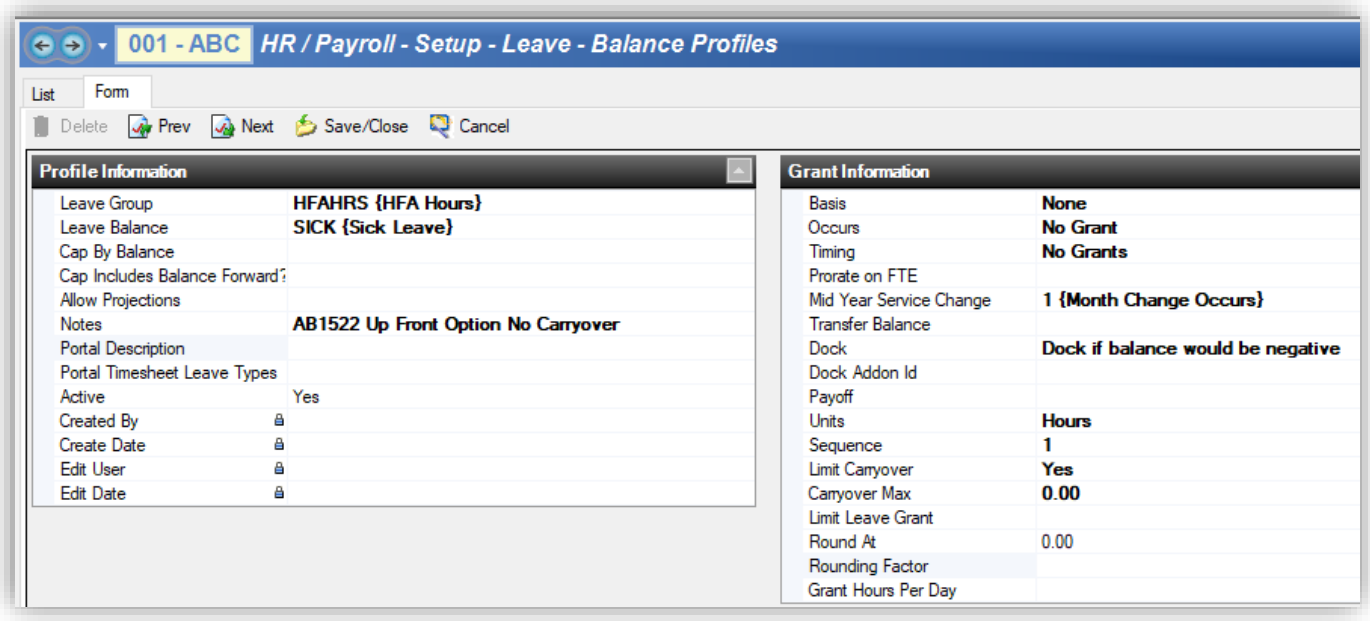
- Select New
- Enter HFA Leave Groups
- Leave Balance: Sick Leave
- Notes: Use Notes for Description



Grant Information:

- Basis: None
- Occurs: No Grant
- Timing: No Grant
- Mid-Year Services Change: 1 {Month Change Occurs}
- Dock: Select Option
- Sequence: 1-5 Allowed up to 5 Leaves Balances to print on pay stub
- Units: Days or Hours
- Limit Carryover: Yes
- Carryover: 0.00 {No Carryover for Up Front Option}
- Save/Close

Example Up Front Option:

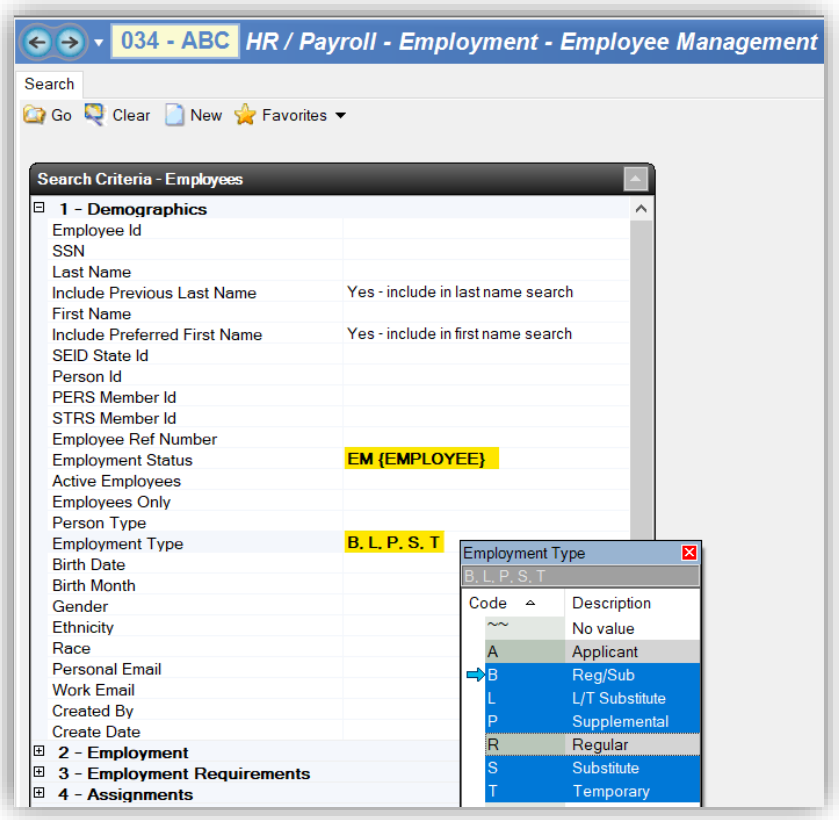


Add Leave Group to Temporary Employees

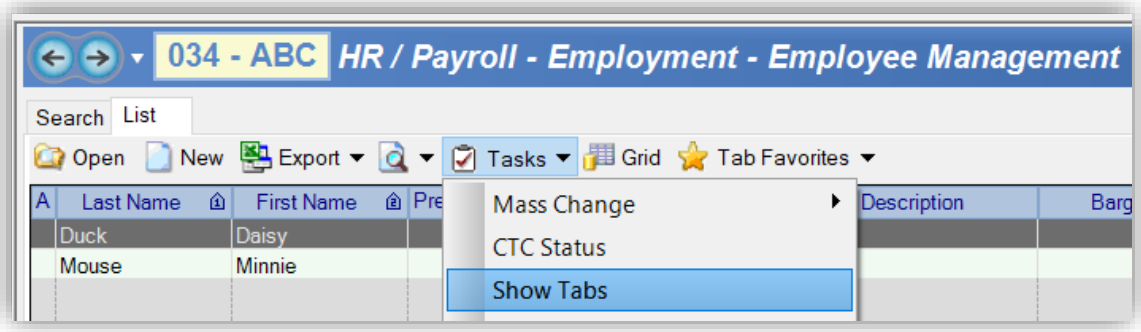
Go to HR/Payroll – Employment – Employee Management

Create a list using the Search Criteria:

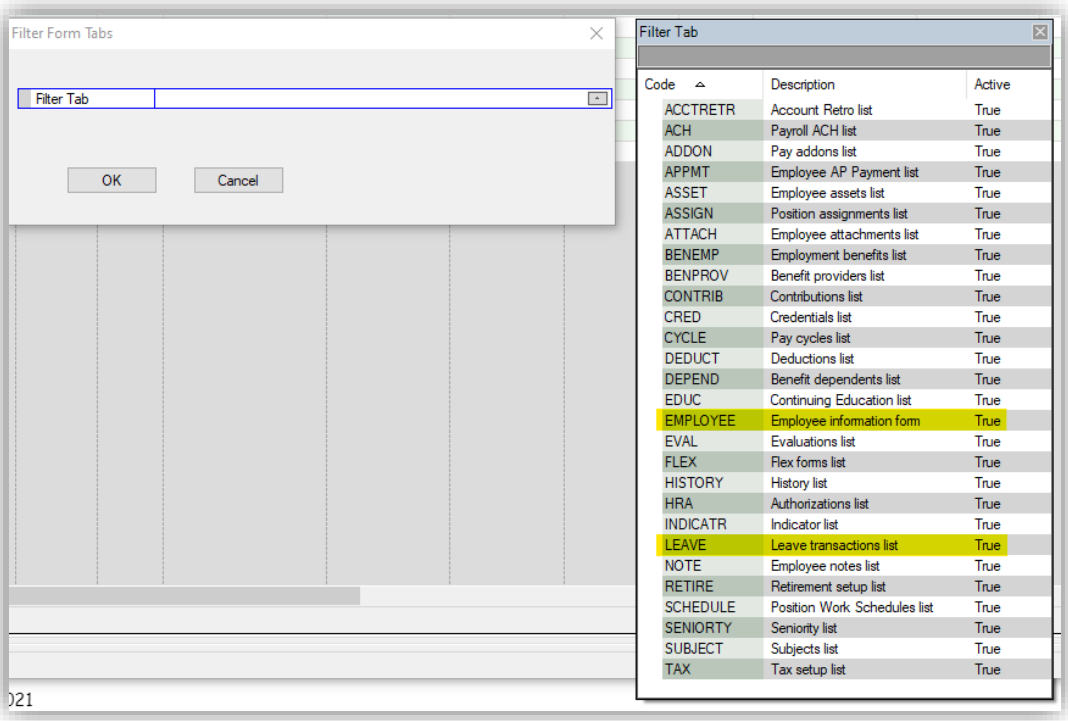
- Section 1
  - Employment Status: EM {Employee}
  - Employment Type: Select Temporary Types
    - Hold Ctrl Key to select multiple types



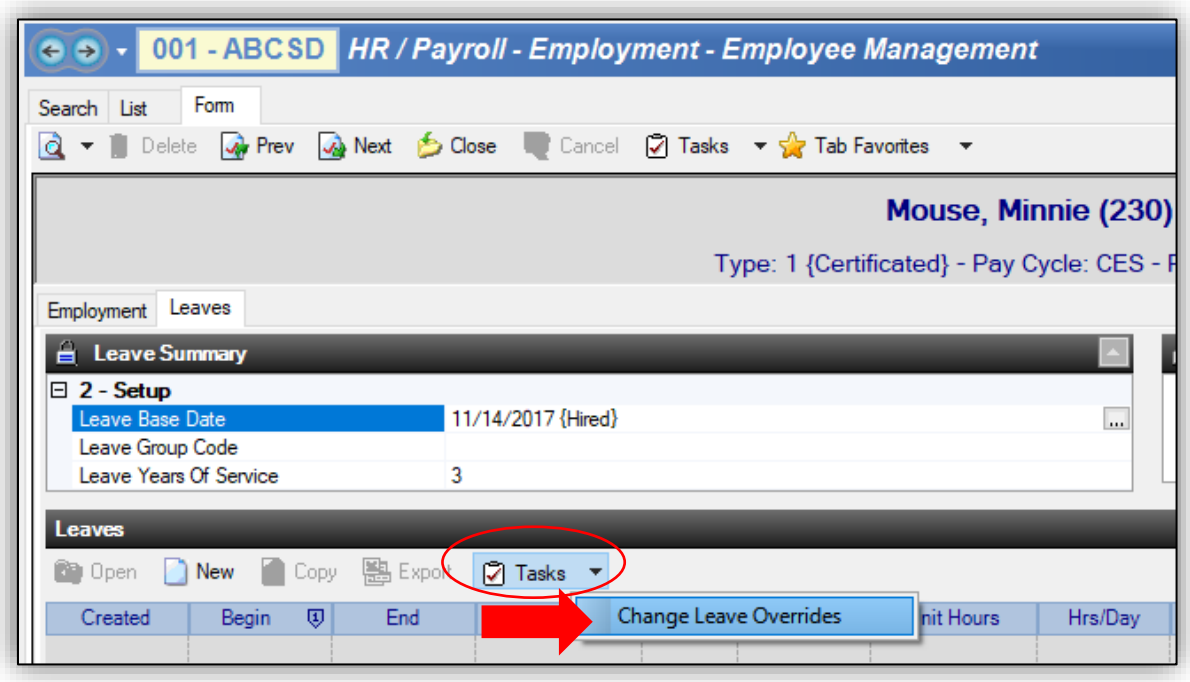
- Click Go to create list
- Go to Tasks
  - Select Show Tabs
  - Use the drop down and Select Employee Management and Leave Tabs



- In the Filter Tab select Employee and Leave to limit Tabs
- Once selected, press Enter to populate
- Click Ok

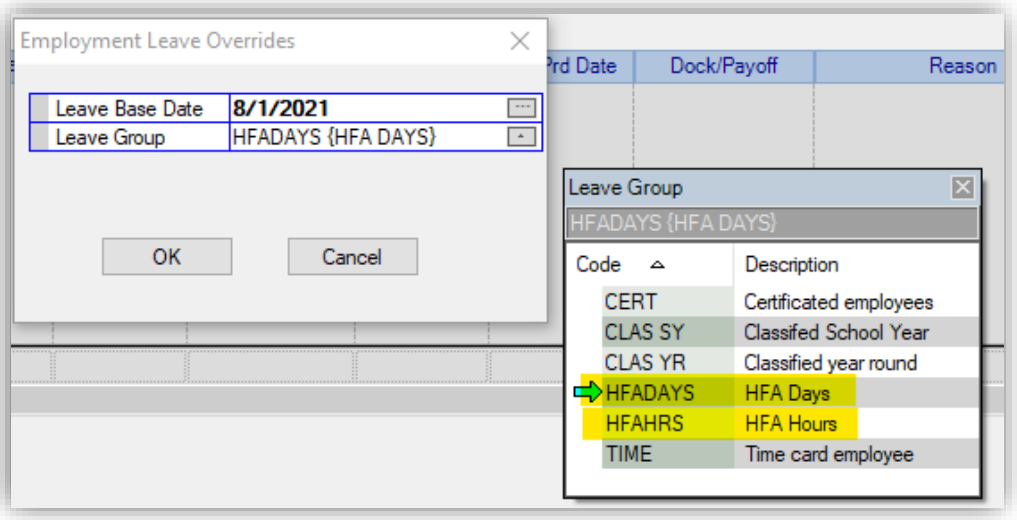


- From the list, open the employee record to update the Leaves Tab
- Go to Leaves section, select Tasks in the lower tool bar
- Select Change Leave Overrides

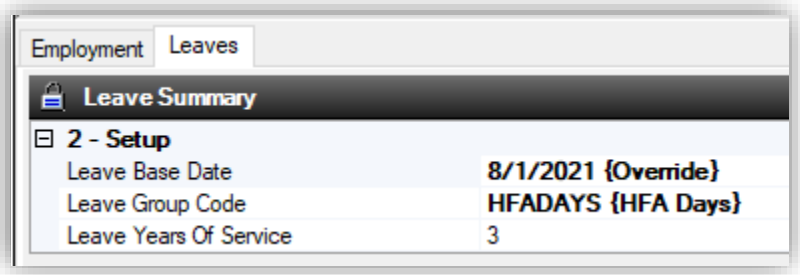


- Leave Base Date: Default is hire date, if Different, then enter date
- Leave Group: Select HFA Group Codes

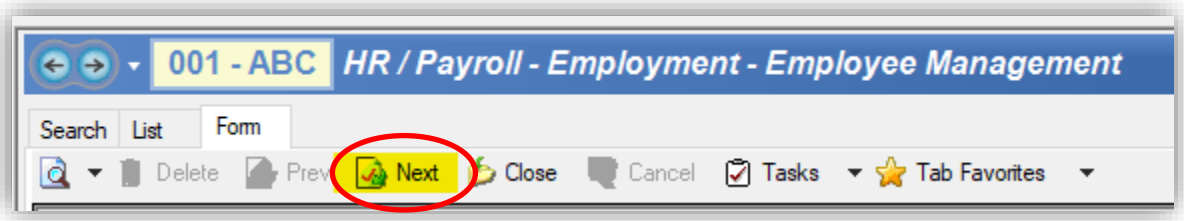
  Example:
  - Certificated HFADAYS
  - Classified HFAHRS



- Click Ok



- Click Next to continuing working the list or Save/Close



Be mindful of the Leave Group Override when a temporary employee is hired in a regular assignment the Leave Group Code must be overridden to appropriate Code

Track Days Worked

Additional Pay

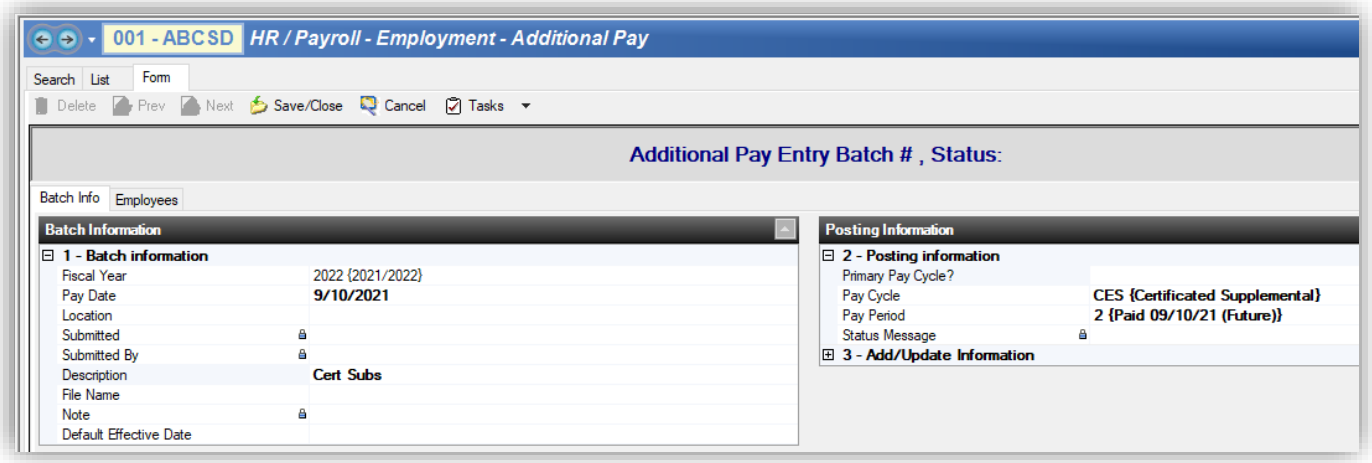
Days worked should be entered in an Additional Pay batch or Adjust Payroll if your District is tracking 30 days worked to become eligible for for HFA Leave Grant.

Go to HR/Payroll – Employment – Additional Pay

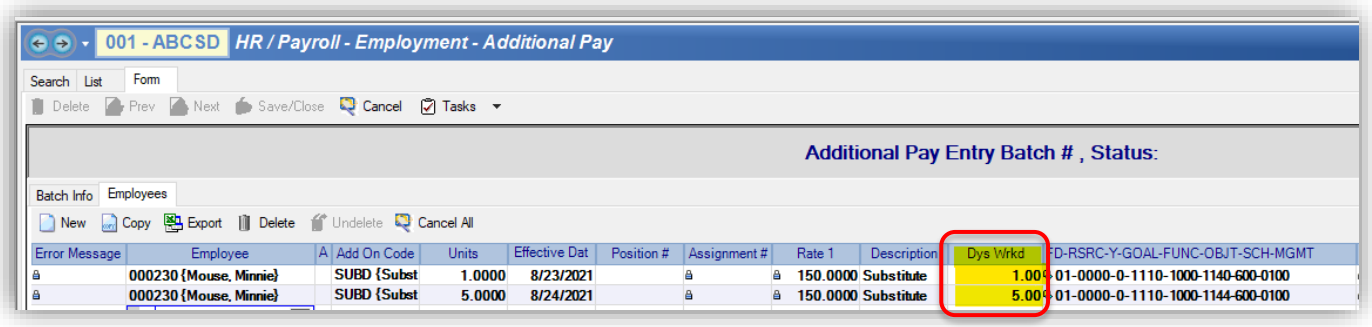
- Select New to create a batch that will post to Adjust Payroll



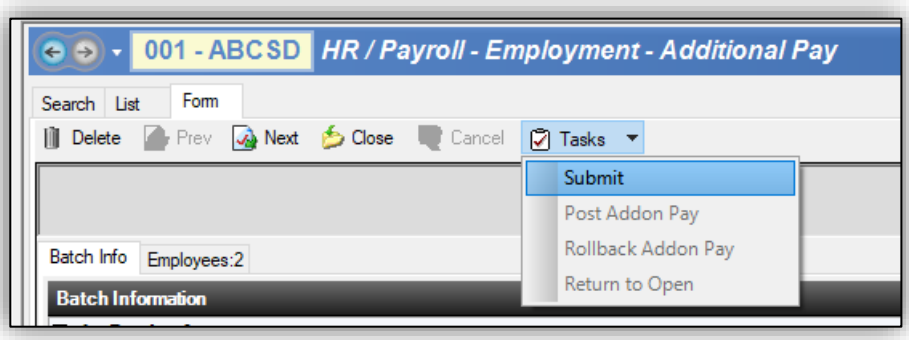
- Enter Batch Information
  - Pay Date
  - Description
  - File Name: Locate Import File
  - Pay Cycle
  - Pay Period



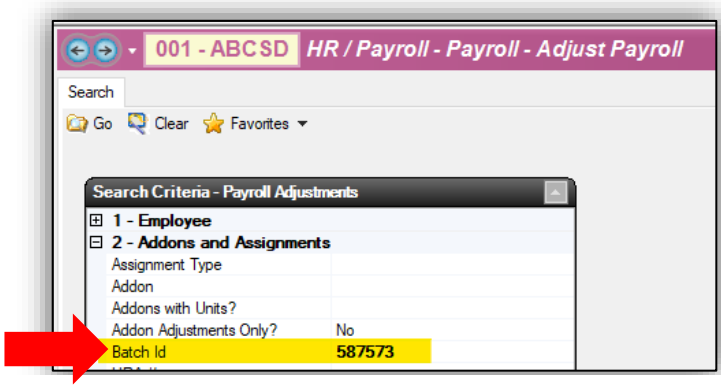
- Go to the Employees Tab
- Click New to Add Employees
- Enter Employee, Addon, Unit etc…
- Dys Wrkd: Enter the number of days worked
    - Any amount over 15 minutes is considered 1 Day
    - This allows the system to track the number of days for qualification



- Continue entering in employee information
- Save/Close
- Open batch
- Go to Tasks and Submit
- Open Batch
- Go to Tasks to Post Addon Pay



- Go to Adjust Payroll to make sure the batch posted as expected
    - Search by Batch Id
- Remember to check for errors

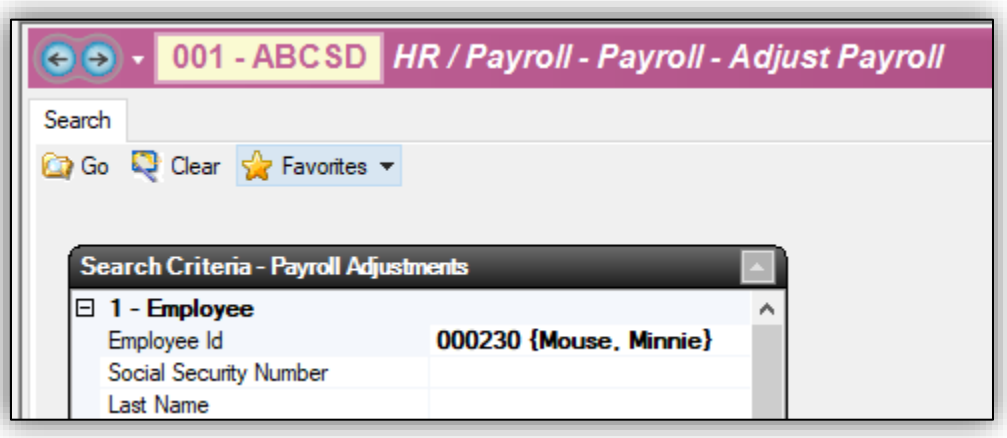


Adjust Payroll

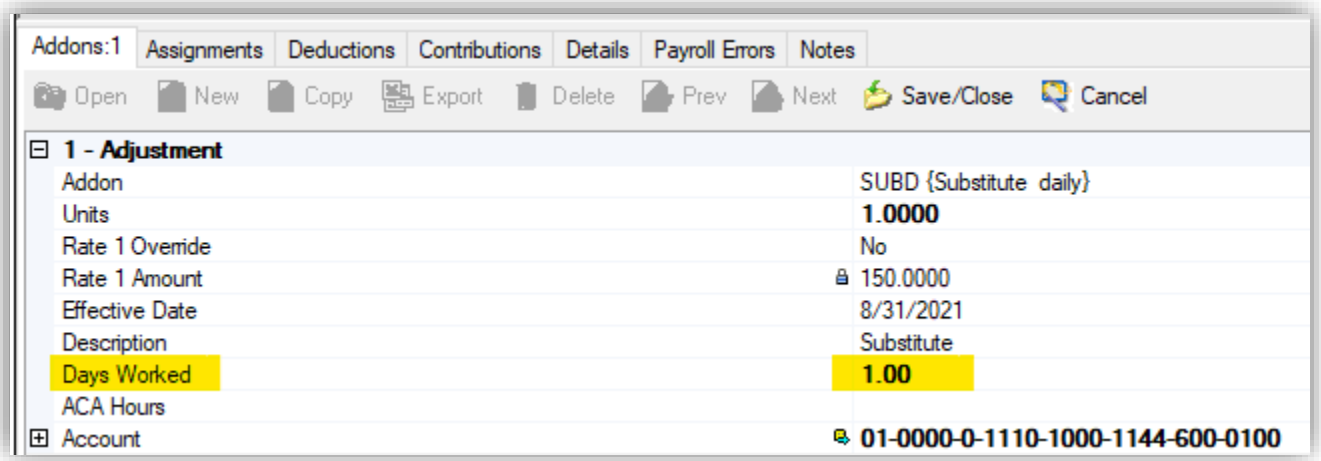
Days Worked must be entered in Adjust Payroll in Addon earnings if your District is tracking 30 days worked to become eligible for HFA Leave Grant. This field is open to edit even in closed payrolls.

Go to HR/Payroll – Payroll – Adjust Payroll

- Employee Id: Enter partial last name to select from menu
- Click Go



- Open Pay Period
- Open the Addon or enter New Addon
- Enter in the Addon, Units, Effective Date
- Days Worked: Enter number of days worked
    - Any amount over 15 minutes is considered 1 Day



NOTE: The Days Worked field remains open in Adjust Pay for editing even if the pay period is closed

Grant Leaves

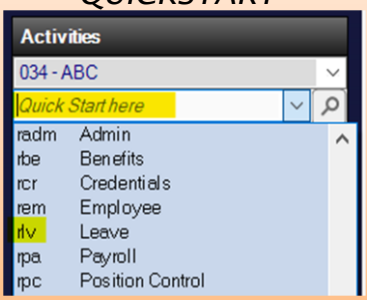
Granting Leaves for employees that do not have Assignments is done manually or using an import file in Leave Transactions.

First run the **Leave15 HFA - Accrual** or **Leave16 HFA – Up Front** depending on the method the District has elected to give eligible employees.

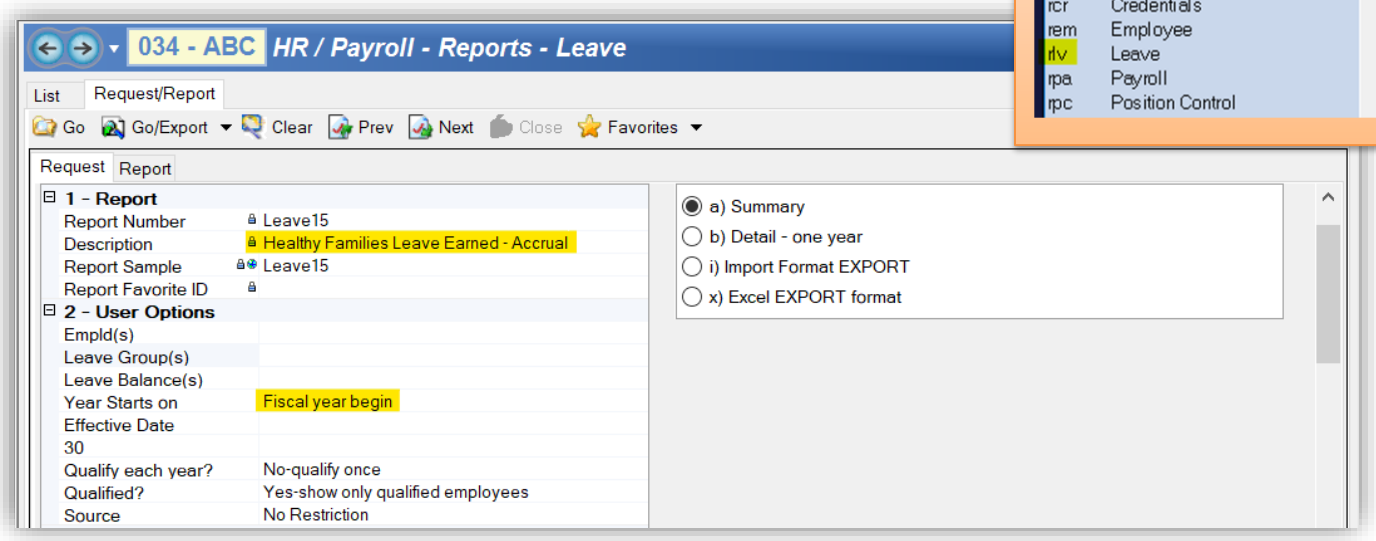
Go to HR/Payroll – Reports – Leave

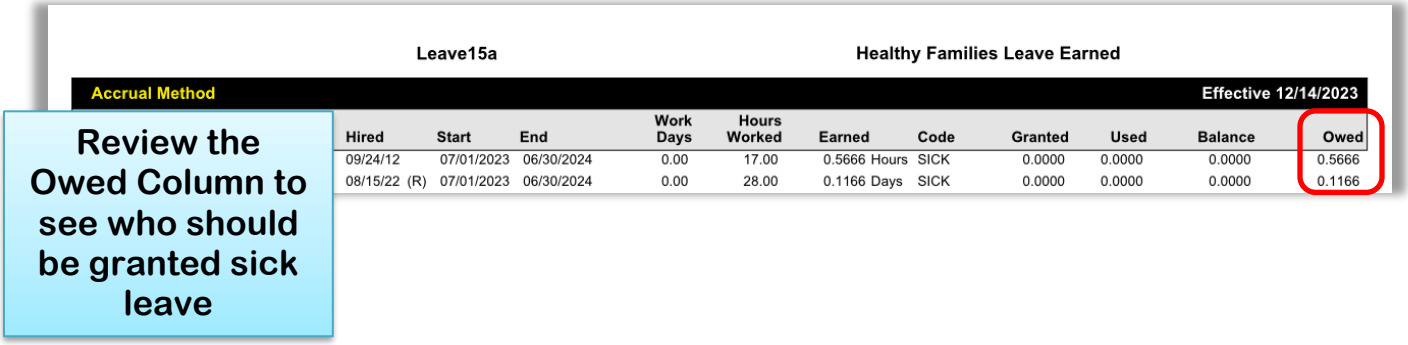
- Year Starts on: Fiscal year begin
- Sort Option a) Summary or i) Import Format EXPORT

SAVE TIME, USE QUICKSTART



Leave 15 – Healthy Families Leave Earned – Accrual

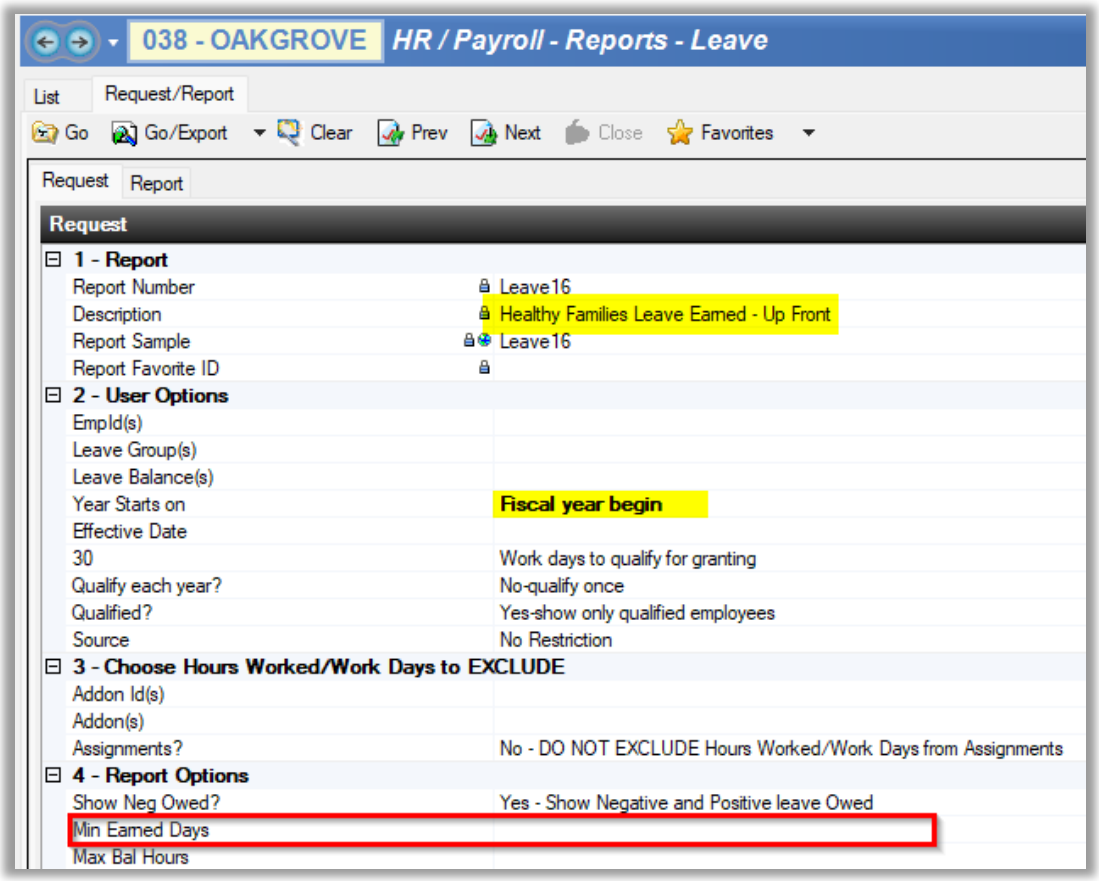




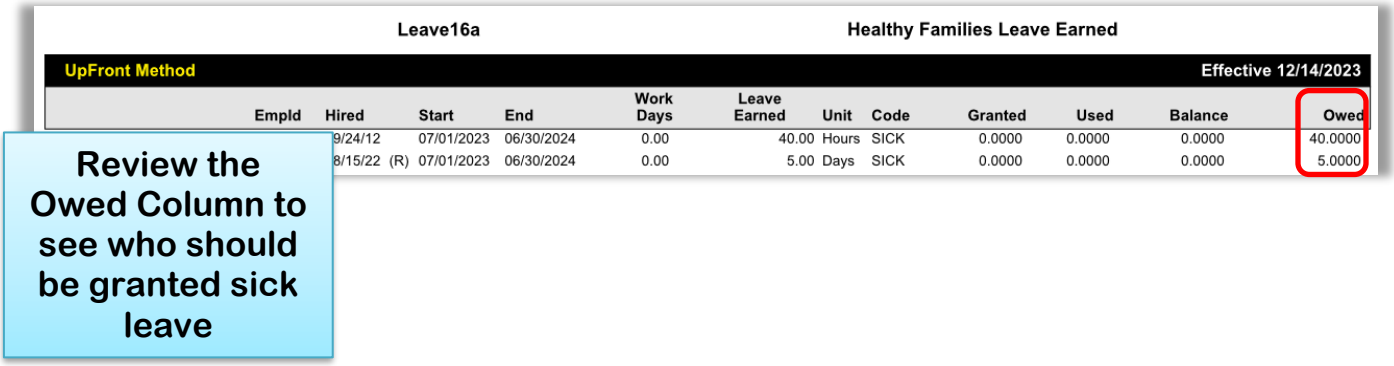
Review the Owed Column to see who should be granted sick leave

- Review the Owed Column to see who should be granted sick leave
- If only a few employees then manually enter in Leave Transactions
- If many employees are owed then select i) Import Format EXPORT to create an import file.

Leave 16 – Healthy Families Leave Earned – Up Front



- New field to choose Minimum Earned Days (Defaults to 5 days or 40 hours if left blanks)

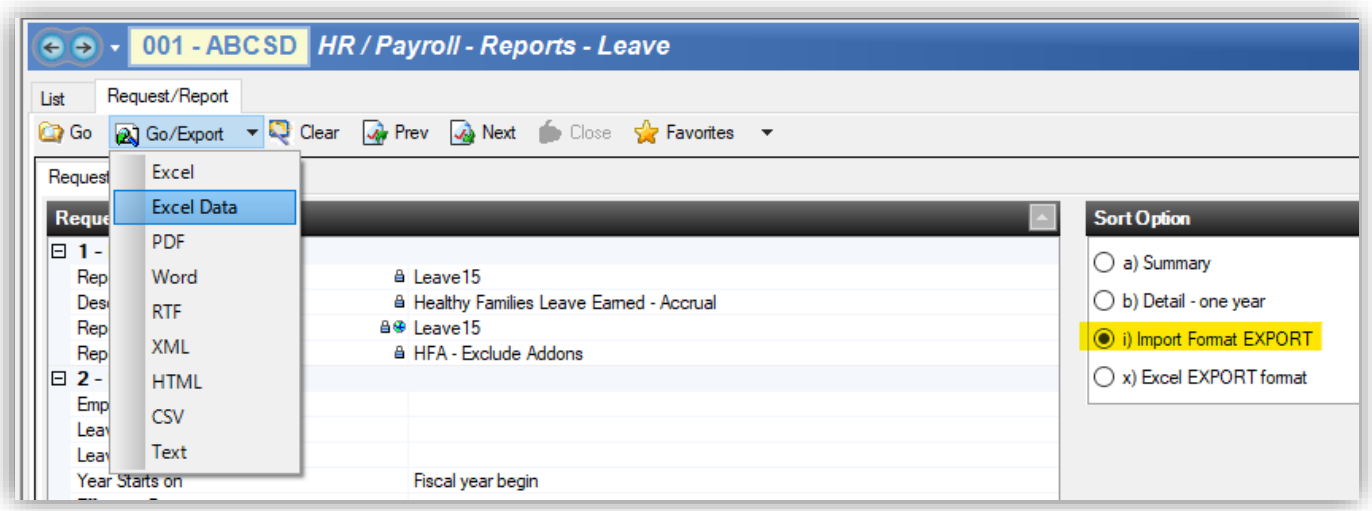


Review the Owed Column to see who should be granted sick leave



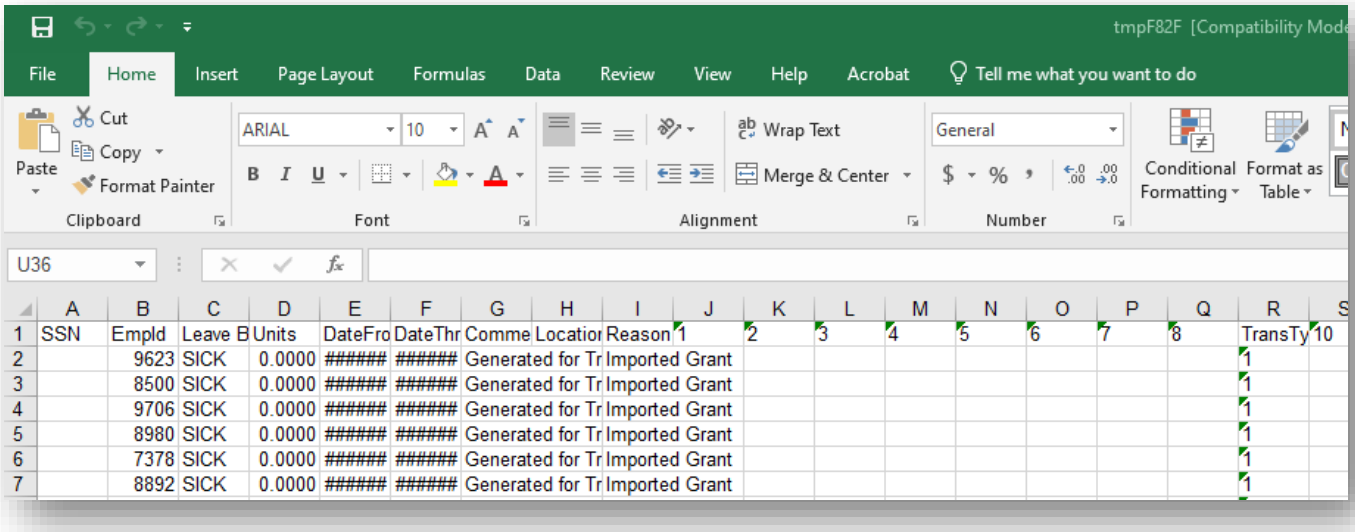
Create Import File

To create an import file use the Sort Option i) Import Format EXPORT and click on Go/Export, Excel Data



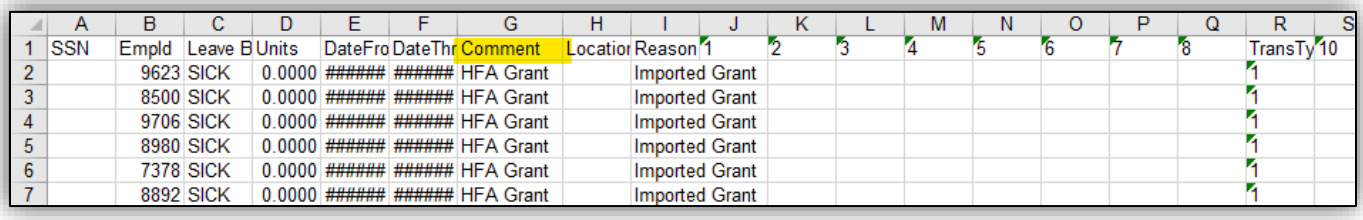
Example Export: Leave as is to Import in Leave Transactions

- Recommend to change the Comment field to “HFA Grant”



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	SSN	EmpId	Leave B	Units	DateFro	DateThr	Comme	Locatior	Reason	1	2	3	4	5	6	7	8	TransTy	10
2		9623	SICK	0.0000	######	######	Generated for Tr		Imported Grant									1	
3		8500	SICK	0.0000	######	######	Generated for Tr		Imported Grant									1	
4		9706	SICK	0.0000	######	######	Generated for Tr		Imported Grant									1	
5		8980	SICK	0.0000	######	######	Generated for Tr		Imported Grant									1	
6		7378	SICK	0.0000	######	######	Generated for Tr		Imported Grant									1	
7		8892	SICK	0.0000	######	######	Generated for Tr		Imported Grant									1	

- Comment: HFA Grant
- **Save as .CSV (Comma delimited)**
- Close file before importing



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	SSN	EmpId	Leave B	Units	DateFro	DateThr	Comment	Locatior	Reason	1	2	3	4	5	6	7	8	TransTy	10
2		9623	SICK	0.0000	######	######	HFA Grant		Imported Grant									1	
3		8500	SICK	0.0000	######	######	HFA Grant		Imported Grant									1	
4		9706	SICK	0.0000	######	######	HFA Grant		Imported Grant									1	
5		8980	SICK	0.0000	######	######	HFA Grant		Imported Grant									1	
6		7378	SICK	0.0000	######	######	HFA Grant		Imported Grant									1	
7		8892	SICK	0.0000	######	######	HFA Grant		Imported Grant									1	

Leave Transactions

HFA Leaves are Granted in Leave Transactions. This can be manually entered or imported.

Go to HR/Payroll – Employment – Leave Transactions

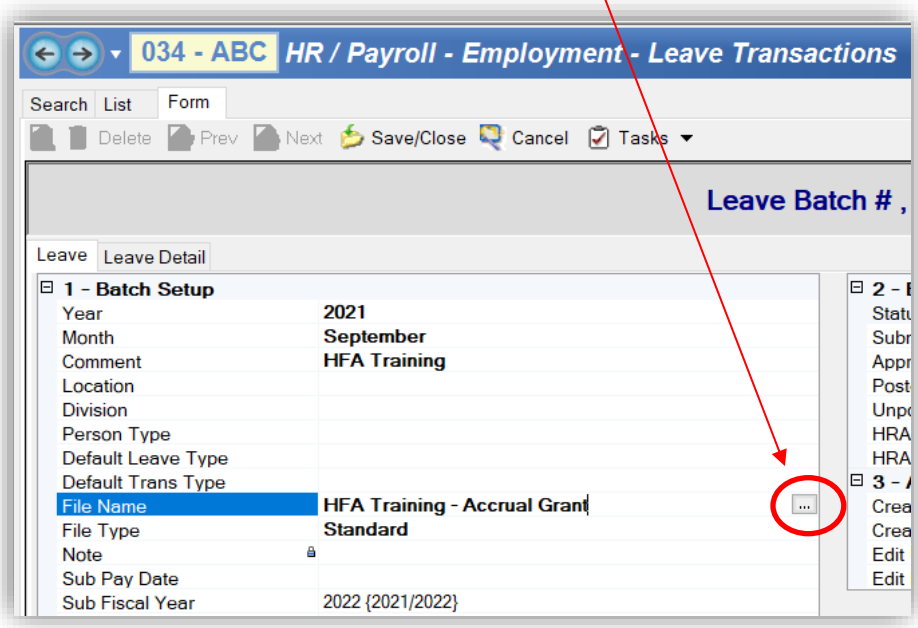
- Click New to create a batch



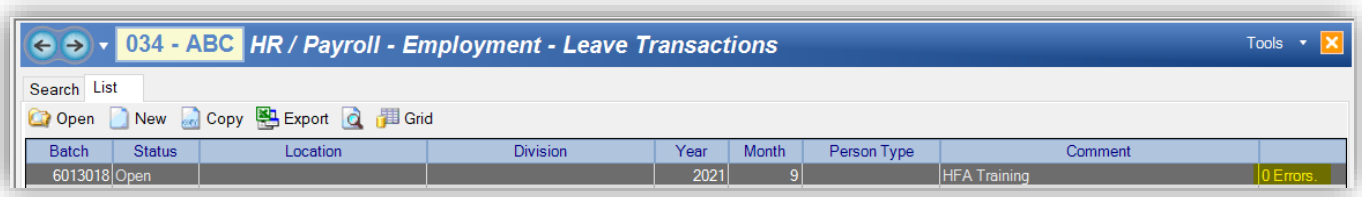
Import Option

Batch Setup:

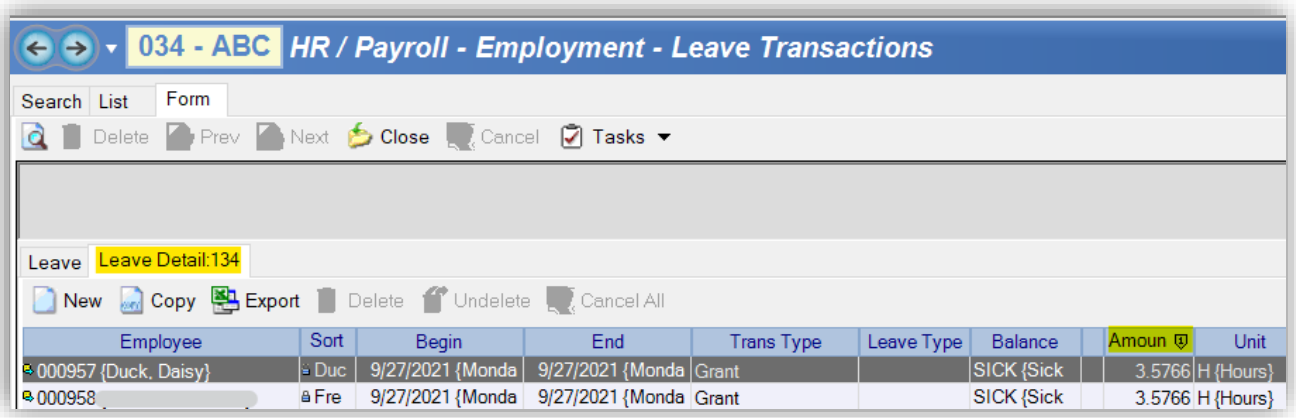
- Enter the Year, Month and Comment
- File Name: Click in the field to activate
- File Type: Standard
- Locate the Import File
- Save/Close



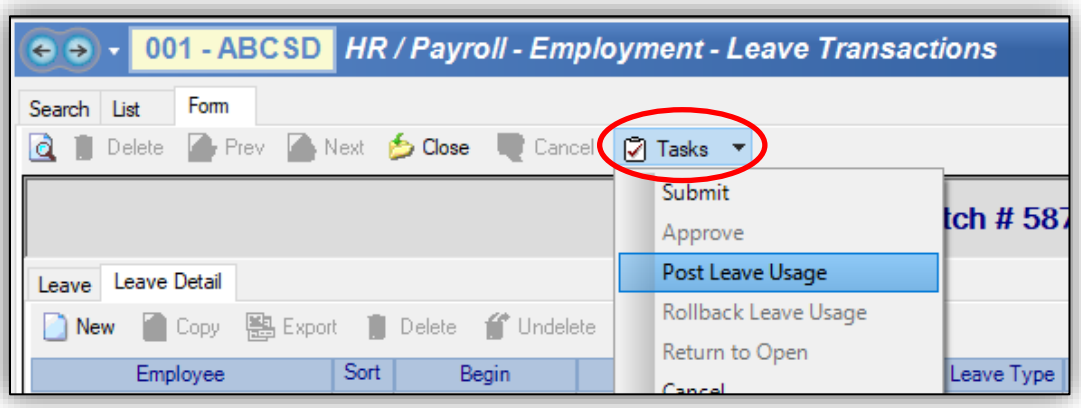
- Note Errors for Review



- Open File
- Correct Errors if applicable
- Review Leave Detail



- Go to Tasks to select Post Leave Usage

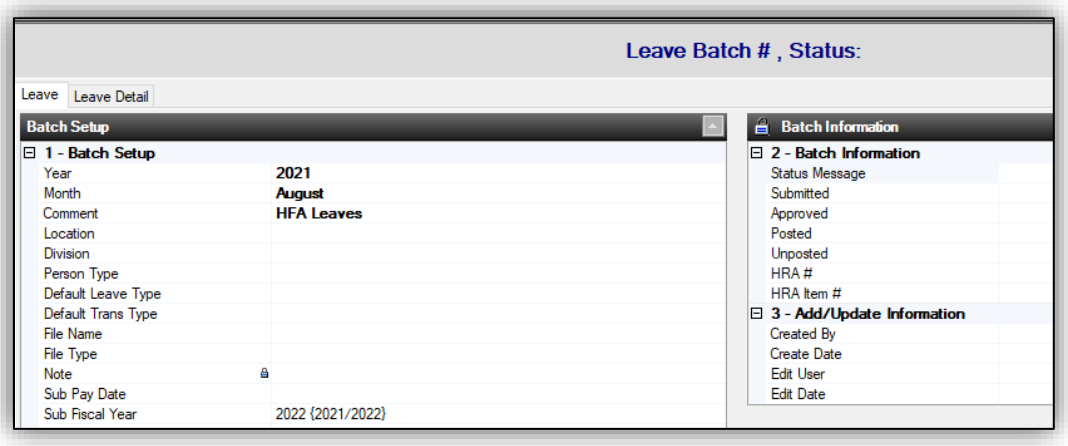


- Return to the Leave Report and rerun with same parameters to verify the Owed column is now blank

Manual Option

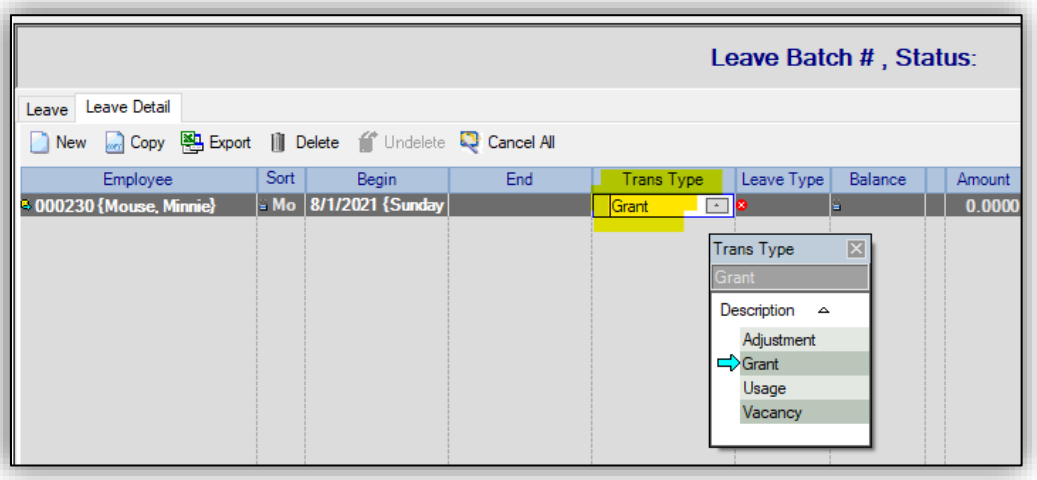
Batch Setup

- Enter the Year, Month and Comment
- Go the Leave Detail Tab to enter employees



Leave Detail Tab

- Click New
- Enter Employee Id or type partial last name to select
- Begin Date:
- Trans Type: Grant
  - Press Enter; Red X will be removed from Leave Type
- Balance: Sick
- Amount: From Owed Column on Leave15 or 16



- Continue to enter employees
- Save/Close Batch
- Go to Tasks to select Post Leave Usage
- Return to the Leave Report and rerun with same parameters to verify the Owed column is now blank