RANCHO SANTA FE SCHOOL DISTRICT

I.
Board Policies Covering All Employees

Board Policy No. 4024: **IMPLEMENTATION OF THE CALIFORNIA HEALTHY WORKPLACES, HEALTHY FAMILIES ACT OF 2014 REQUIRED BY CALIFORNIA LABOR CODE SECTIONS 245-249**

A. Intent of Policy

This Policy is intended to comply with the California Healthy Workplaces, Healthy Families Act of 2014 required by California Labor Code sections 245-249 effective July 1, 2015. Notwithstanding any other Board Policy, this Policy shall be interpreted and implemented so that there will be no violation of Labor Code sections 245-249.

B. An employee of the District who, on or after July 1, 2015, works for the District in any capacity for 30 or more days within a school year (July 1 - June 30) from the commencement of employment is entitled to paid sick leave as specified below, in addition to or in conjunction with other sick leave granted by law or Board Policy:

1. An employee shall be credited with 40 hours of paid sick leave upfront at the beginning of the school year. (Labor Code section 246(d).)

2. Pursuant to Labor Code section 246.5, Paid Sick Leave under this section may be used for the following:

    a. The diagnosis, care or treatment of an existing health condition of, or preventive care for, the employee or his/her family member (as defined in Labor Code section 245.5 and set out below).

    b. Any purpose described in Government Code section 12945.8, subdivision (a) or (b). These purposes include: serving on a jury; appearing in court as a witness to comply with a subpoena or other court order; obtaining relief, such as a restraining order, when the employee is a victim; attending judicial proceedings related to a crime when the employee or the employee's family member is a victim of that crime; and, when the employee or the employee's family member is a victim of a qualifying act of violence, seeking medical attention, victim services, counseling, safety planning, relocation, legal services, or other assistance listed in Government Code section 12945.8(b).

3. Employees are entitled to use the paid sick leave provided for by this section beginning on the 90th calendar day from the start of employment. The designation of

sick leave taken for the reasons set forth in this Policy shall be made at the sole discretion of the employee.

C. The District shall display a poster in a conspicuous place containing all the information required by Labor Code section 247.

D. The District shall retain for at least three years records documenting the hours worked and paid sick days accrued and used by an employee under this Policy. (Labor Code section 247.5.)

E. Paid sick leave under this Policy shall not carry over from year to year. (*See* section B.1 above and Labor Code section 246(d).)

F. Paid sick leave under this Policy shall run concurrent with any other eligible leave where applicable (e.g. sick leave or personal necessity granted by law or Board Policy).

G. For purposes of this Policy, "family member" means:

1. A child, which for purposes of this Policy means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
3. A spouse.
4. A registered domestic partner.
5. A grandparent.
6. A grandchild.
7. A sibling.
8. A designated person, which, for purposes of this Policy, means a person identified by the employee at the time the employee requests paid sick days. An employer may limit an employee to one designated person per school year.

Legal Reference:
Labor Code sections 245-249
Government Code section 12945.8

Date Policy Adopted by the Board: August 20, 2015
Dates Policy Revised by the Board: October 14, 2022; October 15, 2026