

 <input checked="" type="checkbox"/> <b>POLICY</b> <input type="checkbox"/> <b>PROCEDURE</b> <input type="checkbox"/> <b>STANDARD OF CARE</b> <input type="checkbox"/> <b>STANDARDIZED PROCEDURE</b> <input type="checkbox"/> <b>GUIDELINE</b> <input type="checkbox"/> <b>OTHER</b>	<b>APPROVAL DATE</b> <b>August 2018</b>	<b>MANUAL:</b> <b>Personnel Policy</b>
	<b>TITLE:</b> <b>SICK LEAVE</b>	
<b>PERFORMED BY:</b> <b>All Employees</b>		

**1.0 PURPOSE:**

To identify the accrual rate and guidelines for use of sick leave for employees. This policy includes provisions established by the Healthy Workplaces, Healthy Families Act and the City of San Diego’s Earned Sick Leave and Minimum Wage Ordinance.

**2.0 DEFINITION OF TERMS:**

For the purpose of this policy, hours worked include regular day, evening or night; overtime; paid leave, bereavement, administrative leave; and regular hours paid for holidays worked.

For the purposes of sick leave usage, employees may also use sick time to care for family members (“Kin Care”). A “family member” means a biological, adopted, or foster child, stepchild, or legal ward, or a child to whom the employee stands in loco parentis (regardless of age or dependency status); a biological, adoptive, or foster parent, stepparent, or legal guardian of any employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor; spouse or registered domestic partner, grandparent; grandchild; sibling or step-sibling.

**3.0 ELIGIBILITY - ACCRUAL & USAGE:**

Employees earn sick leave hours, which may be used for time off due to personal or domestic partner and/or family member illness, injury, medical condition, health care appointments, diagnosis care, preventative care or treatment of an existing health condition; maternity or paternity leave, and/or if the employee, or employee’s domestic partner, and/or a family member is a victim of domestic violence, sexual assault or stalking.

Sick time may also be used when the place of business is closed by order of a public health emergency or to provide care to a child whose school or child care is closed due to a public health emergency.

For the purpose of this policy, exempt employees accrue benefits assuming 80 hours worked per pay-period, unless the employee’s normal schedule per pay period is less than 80 biweekly hours. Sick leave begins accruing on the first hour worked.

**4.0 POLICY:**

The following table outlines policy guidelines for RCHSD employees eligible for sick leave benefits, either as a benefits-eligible (36+ hours per pay period) employee or as Healthy Workplaces, Healthy Families Act and/or San Diego Earned Sick Leave and Minimum Wage Ordinance covered employee.

<b>Policy Item</b>	<b>Benefits-Eligible Sick Leave Plan (36+ hours/PP)</b>	<b>Non Benefits-Eligible Sick Leave Plan (Per Diem or less than 36 hours/PP)</b>
Accrual of Time	Employees accrue sick leave at the rate of .03462 hours per hour worked.	Employees accrue sick leave at the rate of .03333 hours per hour worked.
Maximum Accrual	Employees may accrue up to 500 sick leave hours.	Employees may accrue up to 80 hours of sick leave.
	<b><i>Once the maximum has been reached no further accrual will occur until the existing bank is reduced below the accrual</i></b>	
Waiting Period	There is no waiting period.	<u>New hires:</u> Time accrued may be used on the 90th day of employment. There is no waiting period for employees that transition into a PD position or those that transition from full-time to part-time status.
Utilization Requirements	Limited only by Attendance policy standards and benefit availability.	The 12-month period is July 1st – June 30th.
	Sick leave is available for eligible purposes only when sick leave hours have been accrued. <b><i>Time off due to illness or other <u>eligible</u> reasons may be charged to sick leave until the balance is depleted.</i></b>	Sick leave is available for eligible purposes only when sick leave hours have been accrued. <b><i>Time off due to illness or other <u>eligible</u> reasons may be charged to sick leave until the balance is depleted.</i></b>
Sick Leave Rate of Pay	Sick Leave will be paid at the employee’s regular rate of pay as required by law.	

Coordination of Sick Leave with State Disability Insurance (SDI)	<p>If an employee’s illness or disability continues for more than 7 consecutive (calendar) days or if hospitalization is necessary, the employee may apply for State Disability Insurance (SDI). Sick leave can then be used to supplement the benefit received from SDI.</p> <p>The SDI program provides a maximum of 52 weeks of benefits. When SDI benefits are exhausted any remaining sick leave and paid leave may be used if the employee is still unable to return to work and is eligible for continued leave time.</p>
Coordination of Sick Leave with Workers’ Compensation	<p>If an employee is injured or becomes ill due to a work related incident, the employee must file an Employee Injury and Incident Investigation Report with the Occupational Health and Safety department. If an employee cannot work, accrued sick leave may be used for the initial 3 day waiting period following the injury/illness. Following the first 3 days absence, sick leave may then be coordinated with the workers' compensation temporary disability payment. When sick leave benefits are depleted, paid leave may be used to coordinate with the workers' compensation benefit.</p>
Plan transfer as a result of a job change	<p>An employee transferring out of one sick leave plan and into another will be able to carry over their accrued sick leave hours.</p>
Termination	<p>Unused sick leave is forfeited upon termination of employment.</p>
Rehires	<p>If a terminated employee is rehired within one year, their sick leave bank will be reinstated.</p>

**5.0 PROCEDURE:**

5.1. Employees will advise their immediate department leadership of a necessary absence reasonably in advance of a foreseeable absence or, in the case of an unforeseeable absence, as soon as practicable.

Employees will submit a calendar request in the time and attendance system. The number of sick leave hours requested must not exceed the number of hours of work an employee has missed due to sick leave. In the event an employee does not have sufficient sick leave the time and attendance system will automatically register the remaining time as “Insufficient Sick Leave” which is unpaid and unprotected time, unless otherwise required by law. Employees may supplement “Insufficient Sick Leave” with Paid Leave only with management approval so long as they have not had corrective action related to attendance within the past 12 months, unless use is otherwise allowed by law. An employee cannot be required to find a replacement worker as a condition of using paid sick leave.

5.2. If paid sick leave is used in accordance with this policy, the department supervisor shall approve the calendar request in the time and attendance system. Employees shall sign off on their attendance report at the end of the pay period in which the absence occurred.

- 5.3. Employees may apply for State Disability Insurance benefits if the illness/injury requires hospitalization or extends beyond 7 calendar days.
- 5.4. The Human Resources department will supplement State Disability Insurance or Workers' Compensation benefits with available paid sick leave upon request from the employee.
- 5.5. Employees whose injury/illness is work related must contact the Occupational Health and Safety department and complete the Employee Injury and Incident Investigation Report.

See Personnel Policy            #502 - Paid Leave  
   #401 - Timecards  
   #910 - Workers Compensation  
   #813 - Attendance

*Supersedes Policy Dated August 2015*