

## MANDATORY PAID SICK HOURS POLICY

POLICY NUMBER: 308.1  
DATE ADOPTED: 06/30/15  
REVISED: 01/01/23  
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### I. Purpose

- A. The purpose of this Policy is to comply with the Healthy Workplaces, Healthy Families Act of 2014 (Act).
- B. This Policy shall be administered in accordance with applicable laws by the Human Resources Director who may issue further procedural guidelines to accomplish its purpose.

### II. Applicability

- A. This Policy applies to employees of the County of Colusa who are not covered by the sick leave provisions of the Colusa County Personnel Rules and/or a negotiated Memorandum of Understanding between the County of Colusa and a bargaining representative. This Policy does not apply to county employees who are members of either a represented or unrepresented bargaining unit or elected officials. This Policy does not extend to in-home supportive services employees (IHSS).

### III. Definitions

- A. "Family member" means any of the following:
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 or a registered domestic partner.
  4. A grandparent or a grandchild.
  5. A sibling.
  6. A designated person, which means, a person identified by the employee at the time the employee requests paid sick days. An employee is limited to one designated person per calendar year.

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B. "Health care provider" is a physician, surgeon or osteopath as defined in paragraph (6) of subdivision (c) of Section 12945.2 of the California Government Code.

C. "Paid Sick Hours" means time that is compensated at the same wage as the employee normally earns during regular work hours and is provided by the County to an employee for the purposes described in Section V. "Reasons for Leave".

### IV. Eligibility

A. An employee who, on or after July 1, 2015, works for Colusa County for thirty (30) or more days within a year from the commencement of employment is entitled to Paid Sick Hours as specified in this Policy.

B. An employee shall accrue Paid Sick Hours at the rate of one (1) hour per every thirty (30) hours worked, beginning at the commencement of employment or July 1, 2015, whichever is later.

C. An employee shall be entitled to use accrued Paid Sick Hours beginning on the ninetieth (90<sup>th</sup>) day of employment, after which day the employee may use Paid Sick Hours as they are accrued.

D. Accrued Paid Sick Hours shall carry over to the following year of employment. Use of Paid Sick Hours is limited to twenty-four (24) hours in each year of employment.

E. Total accrual of Paid Sick Hours is limited to forty-eight (48) hours.

F. The County will not provide compensation to an employee for accrued, unused Paid Sick Hours upon termination, resignation, retirement, or other separation from employment.

G. If an employee separates from County and is rehired by the County within one year from the date of separation, previously accrued and unused Paid Sick Hours shall be reinstated. The employee shall be entitled to use those previously accrued and unused Paid Sick Hours and to accrue additional Paid Sick Hours upon rehiring.

H. The County shall provide each eligible employee with written notice that sets forth the amount of Paid Sick Hours available, on the employee's itemized wage statement check receipt.

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- I. Paid Sick Hours under this Policy must be used in minimum allotment of two (2) hours per incident.
- J. The rate of pay shall be the employee's hourly wage when Paid Sick Hours are used.
- K. If the need for Paid Sick Hours is foreseeable, the employee shall provide reasonable advance notification to the appointing authority or direct supervisor. If the need for Paid Sick Hours is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.
- L. The County shall provide payment for sick hours taken by an employee no later than the payday for which worked hours occurring during the same time frame would be paid.

### **V. Reasons for Leave**

- A. Upon the request of an employee, the County shall provide Paid Sick Hours on days the employee is scheduled to work, for the following purposes:
  - 1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
  - 2. For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in the subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the Labor Code.