



## City of Turlock

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### *Paid Sick Leave – Temporary, Part-Time, and Seasonal Employees*

# PAID SICK LEAVE

## I. Purpose and Scope

### A. Purpose

In accordance with the Healthy Workplaces/Healthy Families Act of 2014, The City of Turlock recognizes that employees will need days off from work from time to time to address their medical needs. This document establishes the policies and procedures the City of Turlock shall adhere to with regards to paid sick leave in accordance with California Labor Code section 245 *et seq.*

### B. Applicability

This policy applies to temporary, part-time, and seasonal employees (exempt and non-exempt) who, on or after July 1, 2015, work for the City of Turlock for 30 or more days within 12 months from the beginning of employment and who are not eligible for any form of “comprehensive leave” benefit provided by the City to other employee groups.

### C. Exclusions

Employees not covered by this policy are those who are eligible for the more generous “comprehensive leave” benefit provided by the City pursuant to a memorandum of understanding (represented employees), employee benefits resolution (non-represented employees) or employment agreement.

## II. Policy

### A. Entitlement

An employee who, on or after July 1, 2015, works 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. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.

Paid sick leave shall carry over to the following year of employment and is capped at 48 hours or six days. An employee that has a break in service and returns to work for the City within one year from their last day worked will have access to their available sick leave balance for that fiscal year immediately upon re-employment with the City, provided their returning start date is within 12 months of their previous departure date.

Paid sick leave made available under this policy has no cash value, and the City of Turlock does not pay Employees for available sick leave at separation.

### B. Usage

- An Employee may use available paid sick days beginning on the 90<sup>th</sup> day of employment. However, at its sole discretion, the City of Turlock may allow the use of paid sick leave to an Employee in advance of the 90<sup>th</sup> day of employment.

- The City of Turlock shall allow the use of paid sick days upon the oral or written request of an Employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventative care, or specified purposes for an Employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code section 230(c) and Labor Code section 230.1(a).
- “Family member” for purposes of this paid sick leave policy means:
  - A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the Employee stands in loco parentis, regardless of the age or dependency status);
  - 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;
  - A spouse;
  - A registered domestic partner;
  - A grandparent;
  - A grandchild;
  - A sibling.

The Employee must provide reasonable advance notification, orally or in writing, of the need to use sick leave, if foreseeable. If the need to use sick leave is not foreseeable, the Employee must provide notice as soon as practical. The City of Turlock will not condition the use of sick leave on the Employee finding someone to cover his/her work.

- Employees must use sick leave in at least one half (.5) hour increments.
- Employees will only receive paid sick time for the number of hours they would have worked during their scheduled shift. For example, if the Employee was scheduled for a four hour shift, they will be compensated with four hours of paid sick time only.
- The City of Turlock will limit the use of paid sick days to 24 hours or three days in each year of employment.
- Employees will accrue paid sick leave at the rate of one hour per every 30 hours worked and the maximum accrual is 48 hours or six days.
- For returning seasonal Employees or for any temporary employees who have a break in service of less than one year, paid sick time will be provided as outlined above. However, returning seasonal Employees (or any Employee that has a break in service and returns to work for the City within one year from their last day worked) do not need to wait until the 90<sup>th</sup> day of employment to use their paid sick leave. They will have access to their available sick leave for that fiscal year immediately upon re-employment with the City, provided their returning start date is within 12 months of their previous departure date.