



# CARD

## Policy and Procedure

**POLICY # 3460** Sick Leave Policy

**EFFECTIVE DATE** 1/12/2025

**VERSION # 3**

**DATE OF LAST REVISION** 12/12/2024

**NEXT REVIEW DATE** 1/1/2026

### APPLIES TO

Division Districtwide

Sub-Division Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	11/27/2023	Change to sick leave hours per SB 616	HR Manager
3	12/12/2024	Change to accrual rate for part-time and seasonal employees and renewal dates	HR Manager

### RATIONALE

The District will provide paid sick leave to employees in accordance with the Healthy Workplaces/Healthy Families Act of 2014. This document establishes the Employee Paid Sick Leave benefit. CARD shall adhere to in accordance with California Labor Code section 245 et seq.

### TERMS AND DEFINITIONS

TERM	DEFINITION
<b>Seasonal</b>	Seasonal and temporary employees working 25 hours or less per week; not to exceed 1000 hours in a fiscal year.
<b>Part-Time</b>	Year-round employees working 28 hours per week; not to exceed 1560 in the calendar year.
<b>Full-Time</b>	Year-round employees working 40 hours per week.

### PROCEDURE

Sick leave may be used for the following purposes:

#### Health-Related Needs:

- Diagnosis, care, or treatment of an existing health condition for the employee, a family member, or a Designated Person.
- Preventative care, such as physicals, vaccinations, or screenings, for the employee or a family member.

- A Designated Person refers to any individual related by blood or whose relationship with the employee is equivalent to a family relationship. Employees may designate one person annually.

**Support for Victims:**

- If the employee is a victim of domestic violence, sexual assault, or stalking, sick leave may be used to seek medical attention, psychological counseling, or other forms of relief. Certification of the absence may be required.

**Family Member Definitions:**

- Family Members include the employee's spouse, registered domestic partner, child, parent, grandparent, grandchild, or sibling.
- Child: Includes biological, foster, or adopted children; stepchildren; legal wards; or any individual for whom the employee assumes caregiving responsibilities, regardless of age or dependency status.
- Parent: Includes biological, foster, or adoptive parents; stepparents; legal guardians of the employee, spouse, or registered domestic partner; or any individual who took on parental responsibilities for the employee as a minor, even if not a legal parent.

**Full-Time Employees:**

*Accrual Rate*

Full-time employees earn 96 hours of sick leave annually, with no limit on the maximum amount that can be accrued. Any unused sick leave automatically carries over to the following calendar year.

*Pay for Unused Sick Limited*

Upon separation (except in cases of termination for cause) or retirement, and after completing five (5) years of continuous service, an employee with more than 100 hours of accrued sick leave may be eligible for cash compensation. Compensation is limited to the hours exceeding 100, up to a maximum of 260 compensable hours, and will be paid at the employee's current hourly rate at the time of separation or retirement. This payment is offered as an alternative to applying these hours toward retirement service credits under CalPERS.

**Part-Time & Seasonal Employees:**

*Accrual Rate*

Part-time and seasonal employees are entitled to 40 hours or five days annually of paid sick leave in accordance with the Healthy Workplaces/Healthy Families Act. Sick leave accrues at a rate of 2.8 hours per pay period, up to a maximum of 40 hours annually. Sick leave will renew each January 1, and any unused hours can carry over, with a cap of 80 hours.

Accrued balances are reflected on pay warrants. Sick leave has no cash value, and unused hours are not paid out upon separation of employment. Additionally, employees may only use sick leave up to the number of hours they were scheduled to work.

### *Usage*

Employees may use sick leave only up to the number of hours available in their sick leave bank at the time of the request. Part-time employees who are rehired will accrue sick leave at the rate of at a rate of 2.8 hours per pay period. If a rehired employee returns within 12 months of separating from the District, their remaining sick leave balance at the time of separation will be reinstated.

### **All Employees:**

#### *Request for Sick Leave*

Employees requesting paid sick leave for a qualifying reason must notify their supervisor and submit an electronic request.

- Foreseeable Leave: If the need for leave is foreseeable, employees are required to provide reasonable notice.
- Unforeseeable Leave: For unforeseen circumstances, notice should be given as soon as practical, ideally at least two hours before the start of the shift.

Whenever possible, medical appointments should be scheduled early or late in the employee's shift or on a scheduled day off.

Employees are protected from discrimination or retaliation for requesting or using their available paid sick leave.

#### *Medical Certification*

The District reserves the right to require an employee, in all cases, to provide written certification from a licensed medical doctor seeking to take or return from sick leave for absences lasting three (3) or more consecutive days. Unless prohibited by law, employees must exhaust all accrued and unused sick leave before taking unpaid leave or incurring unpaid absences due to medical reasons.

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**Authority:** Senate Bill 616; Healthy Workplaces/Healthy Families Act of 2014; California Labor Code section 245 et seq

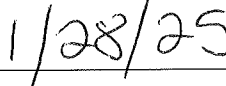
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Author (print and sign)

  
Date

  
Annabel Grimm  
General Manager

  
Date

Approved by the Board of Directors on: **December 12, 2024**