

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**POLICY 5040: Sick Leave**

**5040.10** This policy shall apply to all full time employees. Probationary employees may accrue, but not utilize, sick leave during the first ninety (90) days of employment unless otherwise required by federal, state, or local laws.

**5040.20** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and health care provider appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the employee's supervisor.

**5040.30** Full time employees shall earn sick leave at the rate of three and seven tenths (3.70) hours per pay period commencing with the initial date of employment.

**5030.30.1** Sick leave shall not accrue during a layoff, leave of absence without pay, or during any other unpaid absence (i.e., workers compensation, disability, etc.). Previously accrued sick leave shall not be forfeited.

**5040.40** Sick leave is not a privilege which an employee may use at their discretion, but shall be allowed only in case of actual sickness or disability of the employee, because of illness, dentist and/or health care provider appointments, prescribed sickness prevention measures, or other medical needs of the employee. Sick leave use is not allowed for daycare needs, school appointments, or meetings.

**5040.50** In order to receive compensation while on sick leave, the employee shall personally notify their supervisor within thirty (30) minutes of the beginning of their regular work day. Sick leave with pay will not be granted for periods in excess of accrued sick leave.

**5040.50.1** Sick leave occurring on scheduled work days is charged at a rate not to exceed eight (8) hours for regular full time employees. The only exception to this will be an approved group who works a four (4) ten (10) hour work week is at a rate not to exceed ten (10) hours on scheduled work days.

**5040.50.2** For partial day sick leave usage, sick leave must be used in minimum increments of fifteen (15) minutes.

**5040.60** If absence from duty for three (3) or more days by reason of illness occurs, satisfactory evidence from a health care provider will be required. However, an employee's supervisor can require an employee to provide a health care provider's note at any time prior to granting the use of sick leave.

**5040.70** Accrued sick leave upon termination of employment with Carmichael Water District (District) is forfeited.

**5040.70.1** Employees who are re-employed with the District within one (1) year of termination will have up to forty-eight (48) hours or six (6) days of their previously accrued and unused sick leave bank restored at the time of rehire.

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**5040.70.2** Upon retirement of the employee from the District, the California Public Employees' Retirement System (CalPERS) accounts for all accrued but unused sick leave in computing final benefits.

**5040.80** Subject to the conditions and restrictions of this policy, pursuant to Labor Code section 233, an employee's annual accrual of sick leave can be used for one of the following reasons:

- a. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's child (biological, adopted, foster child; stepchild, legal ward, or a child to whom the employee stands in loco parentis regardless of age), parents (biological, adoptive, foster parent, stepparent, 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), spouse, registered domestic partner, grandparents, grandchild, and siblings.
- b. For an employee who is a victim or has a family member who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.