

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 5041: Sick Leave – Healthy Workplaces, Healthy Families Act of 2014

5041.10 This policy shall apply to all employees who are not eligible for sick leave under Policy 5040 – Sick Leave and who are not excluded as employees in the Healthy Workplaces, Healthy Families Act of 2014 and amendments.

5041.20 To comply with California's Healthy Workplaces, Health Families Act of 2014 (California Labor Code Section 245-249), beginning July 1, 2015 Carmichael Water District (District) will provide paid sick leave to employees who work 30 or more days for the District in California within a year from the commencement of their employment with the District.

5041.30 Eligible employees will accrue one (1) hour of sick time for every thirty (30) hours worked up to a maximum accrual of forty-eight (48) hours or six (6) days, whichever is greater, per calendar year.

5041.40 An eligible employee will be able to use accrued paid sick time under this policy beginning on the ninetieth (90th) day of employment, after which day the employee may use paid sick time as it is accrued.

5041.40.1 The District requires employees to use paid sick leave under this policy in minimum increments of thirty (30) minutes.

5041.40.2 Leave under this policy will not be granted for periods in excess of accrued sick leave.

5041.40.3 Sick leave occurring on scheduled work days is charged at a rate not to exceed the number of hours scheduled for that workday.

5041.50 Leave under this policy may be used for the 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 whose family member 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.

5041.60 Employees requesting unscheduled time off under this policy shall personally notify their supervisor as soon as practicable, no later than thirty (30) minutes prior to the beginning of their regular work day is preferable.

5041.70 Accrued, unused time under this policy will carry over each year up to a maximum accrual of forty-eight (48) hours or six (6) days, whichever is greater.

5041.80 Accrued, unused time under this policy is not paid out at the time of separation from employment.

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5041.80.1 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.