



This procedure provides District employees with information about the guidelines for notification, reporting and approval of California mandatory paid sick leave for eligible hourly employees. The Healthy Workplaces/Healthy Families Act of 2014 (commencing with Labor Code Section 245) and otherwise known as the CA Sick Leave Law, requires California employers to provide certain sick leave entitlements to hourly employees who historically have not been eligible for paid sick leave under any collective bargaining agreement. Effective July 1, 2015, hourly employees eligible under this Act are entitled to receive up to three (3) paid sick days or 24 hours of sick leave in a 12-month period for the diagnosis, care or treatment of a health condition or for preventative care for an employee or an employee's family member. The Act also provides paid sick days to an employee for certain purposes related to being a victim of domestic violence, sexual assault or stalking. The Act defines employee eligibility, prescribes use of mandatory paid sick days, defines eligible family members, notice requirements and contains non-retaliation provisions. The new law does not provide additional paid sick leave or change any sick leave entitlements for District employees who already receive paid sick benefits under a collective bargaining agreement.

Retirees working in hourly assignments are not eligible to accrue sick leave or use any sick leave accrued prior to retirement to cover an absence in their hourly assignment.

Employees are eligible to begin to accrue paid sick leave provided that on or after July 1, 2015, they have worked in California for 30 or more days within a year from commencement of employment with the District. Sick leave will accrue at a rate of one (1) hour for every 30 hours worked. Hourly employees not represented by a collective bargaining agreement are entitled to use accrued sick leave beginning on their 90th day of employment and an employee's paid sick leave accrual may not exceed 48 hours per fiscal year. Hourly employees are not eligible to use paid sick leave in advance of accrual. An Hourly Employee Sick Leave Request Form must be completed to document the request to use paid sick leave and be forwarded to the appropriate timekeeper for entry based upon the procedures below. The original leave form must be retained by the timekeeper reporting the absence into Time and Labor and be filed with all other payroll records for that location according to district records retention guidelines.

Procedure for Certificated Hourly Employees

Day-to-Day Visiting Teachers: (Includes Early Childhood Education Visiting Teachers and Counselors)

Absences eligible for use of paid sick leave by Day-to Day visiting teachers who decline an assignment offered through the Substitute Assignment Management Systems (SAMS) will be reported and approved by Human Resource Services Division staff in the Substitute Management Unit. In order to use accrued sick leave to cover an absence and receive compensation, a Day-to-Day visiting teacher must first decline the assignment in SAMS and then submit a completed Hourly Employee Sick Leave Request Form to the Substitute Management Unit in a timely manner for payroll reporting on the next available payroll processing date. **Please note that when declining the assignment in SAMS, illness must be selected as the reason for the absence in order to be eligible to receive the sick leave benefit.** The Hourly Employee Sick Leave Request Form may be obtained online at <http://www.sandi.net/staff/human-resources/sub-illness-reporting>. Timekeepers will be required to make the form available to employees. The

completed Hourly Employee Sick Leave Request Form may be submitted to the Substitute Management Unit by Fax (619.686.6650), by e-mail (sub-illness-reporting@sandi.net) or by mail to: Eugene Brucker Education Center Human Resources-Substitute Management Unit 4100 Normal St Annex 9, San Diego, CA 92103. Substitute Management Unit staff will verify that an employee was offered and subsequently declined an assignment from SAMS for the date(s) on the Hourly Employee Sick Leave Request Form. Day-to-Day visiting teachers who become ill after reporting to a school site and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remain. An Hourly Employee Sick Leave Request Form must be submitted following the directions outlined above.

Absences eligible for use of paid sick leave for Day-To-Day visiting teachers who decline an assignment offered directly by a department and not offered through SAMS will be reported by the timekeeper for the department that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the department timekeeper for entry into Time and Labor.

Long-Term Visiting Teachers and Counselors (Excludes Early Childhood Education Program):

Long-Term Visiting Teachers are defined as those visiting teachers who complete more than 5 consecutive teaching days in a single assignment. Absences eligible for use of paid sick leave for Long-Term Visiting Teachers will be reported by the timekeeper at the location where the employee is working the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the site timekeeper for entry into Time and Labor.

Long-Term Early Childhood Education Visiting Teachers:

Long-Term Early Childhood Education Visiting Teachers are defined as those visiting teachers who complete 20 or more consecutive teaching days in a single assignment. Absences eligible for use of paid sick leave for Long-Term Early Childhood Education Visiting Teachers will be reported by the timekeeper at the location where the employee is working the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the site timekeeper for entry into Time and Labor.

Visiting Nurses:

Absences eligible for use of paid sick leave for certificated hourly employees who decline an assignment offered by the Nursing and Wellness Department will be reported and approved by the Nursing and Wellness Department. In order to use accrued sick leave to cover an absence and receive compensation, a certificated hourly employee must first decline the assignment and then submit a completed Hourly Employee Sick Leave Request Form to the Nursing and Wellness Department in a timely manner for payroll reporting on the next available payroll processing date. The Hourly Employee Sick Leave Request Form may be obtained online at <http://www.sandi.net/staff/human-resources/sub-illness-reporting>. Timekeepers will be required to make the form available to employees. The completed Hourly Employee Sick Leave Request Form may be submitted to the Nursing and Wellness Department by Fax (619.725.8073), by e-mail (estewart@sandi.net) or by mail to: Eugene Brucker Education Center, Attn: Nursing and Wellness, Room 2121 4100 Normal St Annex 9 San Diego, CA 92103

Other Certificated Hourly Employees (Certificated Hourly, Speech Language Pathologists and School Psychologists):

Absences eligible for use of paid sick leave for certificated hourly employees who decline an assignment offered through the Substitute Assignment Management Systems (SAMS) will be reported and approved by Human Resource Services Division staff in the Substitute Management Unit. In order to use accrued sick leave to cover an absence and receive compensation, a certificated hourly employee must first decline the assignment in SAMS and then submit a completed Hourly Employee Sick Leave Request Form to the Substitute Management Unit in a timely manner for payroll reporting on the next available payroll processing date. **Please note that when declining the assignment in SAMS, illness must be selected as the reason for the absence in order to be eligible to receive the sick leave benefit.** The Hourly Employee Sick Leave Request Form may be obtained online at <http://www.sandi.net/staff/human-resources/sub-illness-reporting>. Timekeepers will be required to make the form available to employees. The completed Hourly Employee Sick Leave Request Form may be submitted to the Substitute Management Unit by Fax (619.686.6650), by e-mail (sub-illness-reporting@sandi.net) or by mail to: Eugene Brucker Education Center Human Resources-Substitute Management Unit 4100 Normal St Annex 9 San Diego, CA 92103. Substitute Management Unit staff will verify that an employee was offered and subsequently declined an assignment from SAMS for the date(s) on the Hourly Employee Sick Leave Request Form. Certificated hourly employees who become ill after reporting to their assignment and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remain. An Hourly Employee Sick Leave Request Form must be submitted following the directions outlined above.

Absences eligible for use of paid sick leave for certificated hourly employees who decline an assignment offered directly by a department and not offered through SAMS will be reported by the timekeeper for the department that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the department timekeeper for entry into Time and Labor.

Procedure for Classified Hourly Employees

Classified Day-to-Day Substitutes:

Absences eligible for use of paid sick leave by a classified substitute who declines an assignment offered through the Substitute Assignment Management Systems (SAMS) will be reported and approved by Human Resource Services Division staff in the Substitute Management Unit. In order to use accrued sick leave to cover an absence and receive compensation, a classified substitute must first decline the assignment in SAMS and then submit a completed Hourly Employee Sick Leave Request Form to the Substitute Management Unit in a timely manner for payroll reporting on the next available payroll processing date. **Please note that when declining the assignment in SAMS, illness must be selected as the reason for the absence in order to be eligible to receive the sick leave benefit.** The Hourly Employee Sick Leave Request Form may be obtained online at <http://www.sandi.net/staff/human-resources/sub-illness-reporting>. Timekeepers will be required to make the form available to employees. The completed Hourly Employee Sick Leave Request Form may be submitted to the Substitute Management Unit by Fax (619.686.6650), by e-mail (sub-illness-reporting@sandi.net) or by mail to: Eugene Brucker Education Center Human Resources-Substitute Management Unit 4100 Normal St Annex 9 San Diego, CA 92103. Substitute Management Unit staff will verify that an employee was offered and subsequently declined an assignment from SAMS for the date(s) on the Hourly Employee Sick Leave Request Form. Classified substitutes who become ill after reporting to their assignment and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remain. An Hourly Employee Sick Leave Request Form must be submitted following the directions outlined above.

Classified Substitutes Assigned to a Site/Department for More Than 5 Days:

Absences eligible for use of paid sick leave by classified substitutes in an assignment of more than 5 days will be reported by the timekeeper for the site/department that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the site/department timekeeper for entry into Time and Labor. This will be the same timekeeper who has been reporting the regular hours worked.

Custodial Substitutes:

Absences eligible for use of paid sick leave by classified substitutes who decline an assignment offered directly by Custodial Services will be reported by the timekeeper for Custodial Services that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the Custodial Services Department timekeeper. The completed Hourly Employee Sick Leave Request Form may be submitted via school mail or US mail to 4860 Ruffner Street, San Diego CA 92111-1522. Requests forms may also be faxed to 858-496-1737 for entry into Time and Labor. The Hourly Employee Sick Leave Request Form may be obtained online at <http://www.sandi.net/staff/human-resources/sub-illness-reporting>. Questions regarding sick leave use may be directed to Custodial Services at 858-627-7224 or 858-627-7225.

Food Services Substitutes:

Absences eligible for use of paid sick leave by a classified substitute who declines an assignment offered through the Substitute Assignment Management Systems (SAMS) will be reported and approved by the Food Services Department staff. In order to use accrued sick leave to cover an absence and receive compensation, a classified substitute must first decline the assignment in SAMS and then submit a completed Hourly Employee Sick Leave Request Form to the Food Services Department in a timely manner for payroll reporting on the next available payroll processing date. **Please note that when declining the assignment in SAMS, illness must be selected as the reason for the absence in order to be eligible to receive the sick leave benefit.** The Hourly Employee Sick Leave Request Form may be obtained online at <http://www.sandi.net/staff/human-resources/sub-illness-reporting>. Food Services Supervisors, Food Services Area Supervisors and Timekeepers will be required to make the form available to employees. The completed Hourly Employee Sick Leave Request Form may be submitted to the Food Services Department Fax (858.627.7334), by e-mail (email address TBD) or by mail to: Food Services, Attn: Labor to 6735 Gifford Way, Room 5, San Diego, CA 92111

All other Classified Substitutes assigned directly to a department and not in SAMS/SmartFind Express:

Absences eligible for use of paid sick leave by classified substitutes who decline an assignment offered directly by a department and not offered through SAMS will be reported by the timekeeper for the department that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the department timekeeper for entry into Time and Labor.