

**City of Seaside
Paid Sick Leave Policy for Part-Time Employees
Effective October 7, 2016**

- I. PURPOSE AND APPLICABILITY:** The purpose of this Policy is to outline the City of Seaside’s (“City”) Paid Sick Leave Policy for part-time employees and employees not covered by a collective bargaining unit or other written agreement that provides for a more generous Sick Leave benefit.
- II. DEFINITIONS:**
1. Rate of Pay. Sick Leave will be paid at the employee’s hourly wage.
 2. Family Member. Family member shall include any of the following: a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of the child’s 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 State of California registered domestic partner; a grandparent; a grandchild; and a sibling.
 3. Fiscal Year. July 1 – June 30th.
- III. ELIGIBILITY FOR SICK LEAVE:** Employees become eligible for Sick Leave after they work for the City for 30 days. Employees who work for the City less than 30 days are not eligible for Sick Leave under this policy.
- IV. ACCRUAL:**
1. Employees Hired Before October 8, 2016. Employees hired between July 1, 2016 through October 7, 2016, received an advance of 24 hours of Sick Leave to use for permitted purposes as described in this policy. For those employees, any unused portion of their Sick Leave advance shall be forfeited on June 30, 2017. Beginning on July 1, 2017, all employees, including employees hired by the City before October 8, 2016, shall accrue Sick Leave at the rate of one hour for every 30 hours worked, in accordance with this policy.
 2. Employees Hired On Or After October 8, 2016. Employees hired by the City on or after October 8, 2016 shall accrue Sick Leave at the rate of one hour for every 30 hours worked.

3. Employees shall be compensated for using Sick Leave at their Rate of Pay, on the payday for the next regular payroll period after the Sick Leave was taken.
- V. CARRY OVER, CAP, AND USE LIMIT ON ACCRUED SICK LEAVE:** Except as otherwise described in Section IV.1. of this policy; unused, accrued Sick Leave shall be carried over from fiscal year to fiscal year with a maximum Sick Leave bank of 48 hours or six days, whichever is greater. Once an Employee's Sick Leave bank reaches maximum accrual, the employee shall cease Sick Leave accrual until the total number of Sick Leave hours falls below the maximum allowable. Employees may only use up to 24 hours (or three days, whichever is greater) of accrued Sick Leave during each fiscal year.
- VI. QUALIFICATION PERIOD PRIOR TO USE OF SICK LEAVE:** Employees may use accrued Sick Leave only after completing 90 days of employment with the City. Employees who work less than 90 days with the City are not entitled to use any Sick Leave. The days worked for the City, by an employee who separates from the City and is rehired within one year from the date of separation, shall count toward the 90-day qualification period.
- VII. PERMITTED USES OF SICK LEAVE:** Upon the verbal or written request of an employee, the City shall permit eligible employees to use accrued Sick Leave for the following purposes:
1. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member.
 2. For employees who are victims of domestic violence, sexual assault, or stalking, taking time off to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.
 3. For employees who are victims of domestic violence, sexual assault, or stalking, taking time off to seek medical attention for injuries caused by the domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; and to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
- VIII. REQUESTING LEAVE:**
1. An employee shall contact his/her immediate supervisor prior to or within one hour of the commencement of their work shift, or as soon as practicable, to report the need for Sick Leave. If no immediate supervisor is available, an employee shall contact his/her

department head. Consideration shall be given to emergency situations that restrict the employee from contacting his/her immediate supervisor within the first hour of work including, but not limited to: accident, injury, or hospitalization.

2. If the need for Sick Leave unforeseeably arises at an employee's work site, the employee shall notify his/her immediate supervisor before the employee leaves the work site prior to completion of the work shift, or as soon as practicable.
 3. When an employee has advance notice of the need for Sick Leave, such as when scheduling non-emergency medical and dental appointments, the employee is required to notify his/her supervisor at least one working day in advance of his/her need for Sick Leave. Employees are encouraged to schedule medical and dental appointments outside normal working hours if possible.
 4. Employees are not responsible for finding other employees to cover shifts due to their use of paid Sick Leave.
- IX. MINIMUM INCREMENTS OF SICK LEAVE:** The minimum charge to an employee's Sick Leave account shall be two hours.
- X. NOTICE OF ACCRUAL, USE, AND BALANCE:** The employee's Sick Leave accrual, use, and balance will be shown on the employee's paycheck stub.
- XI. DONATION OF SICK LEAVE:** Employees covered under this policy may not donate or receive donations for sick leave under the City's Catastrophic Leave Program (Personnel Rule 26).
- XII. NO COMPENSATION FOR UNUSED SICK LEAVE AT SEPARATION FROM EMPLOYMENT:** No employee shall be compensated for, or allowed to exhaust any accrued Sick Leave upon resignation, retirement, termination, dismissal, lay-off or death.
- XIII. REINSTATEMENT OF UNUSED SICK LEAVE:** Any unused Sick Leave at separation shall be reinstated upon return to active status with the City occurring within no more than 12 months of separation. The employee shall be entitled to use reinstated Sick Leave upon rehiring, subject to the use and accrual limitations set forth in this policy.

Paid Sick Leave Policy

In effect: October 7, 2016 until further notice

I am in receipt of a copy of the Paid Sick Leave Policy for Part-Time Employees. I read and understand the content, requirements, and expectations of the Policy and I agree to abide by the policy guidelines.

I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Human Resources Office.

Please read the Policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____