

**City of Seaside  
Paid Sick Leave Policy for Part-  
Time/Temporary/Seasonal Employees  
Effective January 1, 2024**

- I. **PURPOSE:** The purpose of this Policy is to outline the City's Paid Sick Leave Policy for City part-time/temporary/seasonal employees.
- II. **POLICY:** In accordance with California AB1522, all City employees are entitled to paid sick leave.
- III. **APPLICABILITY:** This policy applies to all (part-time, temporary and seasonal) employees not covered by a collective bargaining or other employment agreement that provides for a more generous sick leave benefit.

**PAID SICK LEAVE BENEFIT:** The City in accordance with state requirements provides Paid Sick Leave (PSL) to all part-time, temporary, and seasonal employees, at the rate of one hour of PSL for every 30 hours worked.

- IV. **ANNUAL CARRYOVER:** Paid Sick Leave (PSL) has an accrual cap and carry over of 10 days (80 hours).
- V. **ACCRUAL AND BALANCE:** The employee's sick leave accrual, use, and balance will be shown on the employee's paycheck stub.
- VI. **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).
- VII. **SICK LEAVE USE:**
  - 1. An employee may use up to 5 days (40 hours) of accrued paid sick leave during benefit year.
  - 2. The minimum increment for paid sick leave use is two hours.
  - 3. An employee may use accrued paid sick leave after having worked in CA for 30 days and employed for 90 days.
  - 4. Paid sick leave may only be used on days an employee is scheduled to work, for the amount of time they were scheduled to work that day.
  - 5. When paid sick leave is used in full day increments, the employee will be paid for the number hours they would have normally worked that day.
  - 6. The employee's supervisor will be responsible for tracking leave use and eligibility.

**VIII. ACCEPTABLE USE OF SICK LEAVE:**

1. An employee may use sick leave for the diagnosis, care or treatment of an existing health condition or preventive care for themselves or a family member. A family member is defined as a:
  - a. Child (regardless of age or dependency status, a child is defined as biological, adopted, foster, stepchild, legal ward or a child to whom the employee stands in loco parentis)
  - b. Parent (biological, adoptive, foster, 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)
  - c. Spouse
  - d. Registered domestic partner
  - e. Grandparent
  - f. Grandchild
  - g. Sibling
  - h. Designated person (a person identified by the employee at the time the employee requests paid Sick days and is limited to one designated person per 12-month period for paid sick leave days.
  
2. Sick leave may also be used for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking including to:
  - a. 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.
  - b. Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
  - c. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
  - d. Obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
  - e. Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
  - f. Non-exempt, hourly positions, employees are paid the regular rate of pay for the workweek in which the employee uses Paid Sick Leave, whether or not the employee actually works overtime in that work-week.

3. Failure to follow reporting procedures outlined in the Attendance and Punctuality policy may result in an unexcused absence.
  
- IX. REQUESTING LEAVE:** If the need for sick leave is foreseeable, the employee will provide their supervisor with reasonable advance notification. If the request is unforeseeable, the employee will provide notice of the need for leave as soon as possible. An employee may request paid sick days in writing or verbally. An employee will not be required to find a replacement as a condition for using paid sick days. A healthcare provider's certificate may be required for absences of more than five consecutive work shifts and/or to medically release you to return to work.
- X. SEPARATION FROM EMPLOYMENT:** Accrued sick leave has no cash value and will not be paid out upon separation from employment.
- XI. EMPLOYEES REHIRED:** If rehired within one year, employees will have the previous accumulation credited to their account.
- XII. RETALIATION AND/OR DISCRIMINATION IS PROHIBITED:** The City will not retaliate or discriminate against any employee who requests or uses paid sick leave.