

MEMO: New Sick Leave Law for California Employees

Background:

At the end of last year, the "[Healthy Workplace Healthy Family Act of 2014 \(AB 1522\)](#)" was passed in California. The purpose of this bill was to guarantee every California worker is paid time off to recover from illness, care for a sick family member, or bond with a new baby. In accordance with California state law AB 1522, sick leave with pay will now be granted to **all Categories of HSU SPF Employees**. Sick leave varies based on your appointed Category as described below:

"**Category A or B**" employees will continue to accrue sick leave at a rate proportional to their appointed time base. This new law will *not affect how* Category A & B employees accrue their sick leave as currently outlined in the [SPF Personnel Manual](#).

"**Categories C, D, and E**" will now be granted sick leave in accordance with California state law AB 1522.

How it Works:

An employee qualifies for paid sick leave by working for HSU SPF on or after January 1, 2015, for at least 30 days and by satisfying a 90 day employment period (which works like a probationary period) before an employee can actually take any paid sick leave.

If you work less than 30 days in California within a year, then you are not entitled to be paid sick leave under this new law.

Category C, D, and E Employees will be granted 24 hours paid sick leave in each calendar year. Unused sick pay is not carried over from year to year and will be 'reset' to 24 hours each January 1st.

After fulfilling 30 days of employment, Category C, D, and E Employees will be granted 24 hours of sick leave. Employees can begin to use sick leave after 90 days of employment with HSU SPF by appropriately claiming it on their timesheets. After 90 days their sick leave balances will appear on their pay stubs available for use thereafter. Supervisory notification is required prior to the use of sick leave. Sick leave may be used at the employee's option during their regularly scheduled hours and will be paid at their appointed hourly rate for the project it is being claimed on.

In the event of termination, no unused paid sick leave will be paid to any employee. For more information on appropriate uses of sick leave, please view the [SPF Personnel Manual](#).

What Does This Change?

In order to be in compliance with AB 1522, HSU SPF will have to improve some of its current forms and processing requirements related to Payroll:

- There will be new [SPF Timesheets/Level of Efforts](#) for all SPF Employees. These new timesheets will now capture leave accruals for all Categories of employees.



- We will no longer require Monthly Absence Reports be submitted for Category A & B Employees. All Categories of employees will record their leave taken (sick, vacation, personal holidays, etc...) on the new timesheets/level of efforts each pay period.
- By capturing leave accruals on every timesheet, we will now be able to print your accrual balances on your SPF Pay Stubs. Supervisor's will no longer be responsible for distributing employee balances on a monthly basis, as they will be available to each employee printed on their pay stub. Supervisors may still request an update on their employees' balances at any time by contacting HSU SPF.
- All Categories of HSU SPF employees must be separated upon their employment ending. This is to ensure applicable benefits (e.g. sick leave, vacation, etc...) do not continue to accrue past the end of their appointment. Supervisors will be required to submit a [Separating Employee Clearance Form](#) on behalf of their employee no later than their last day of employment, accompanied by their final Timesheet/Level of Effort. **As a supervisor, if you would like to request a current list of all your employees considered 'active' in our system, you may do so by contacting HSU SPF.*
- When drafting new budgets in Pre-Award, you'll want to factor in that 24 hours of budgeted time per year may be used for paid sick leave for you and your employees. This should prompt PI's to work closely with Pre-Award Specialist to adjust budgets appropriately to ensure the full scope of work can still be completed.

What's the Timeline for this?

We understand there may be an adjustment period while current employees/supervisor's become acclimated to the new forms and processes.

- June 1, 2015 - The new SPF Timesheets/Level of Efforts will replace the old forms on our website. ** We will continue to honor old versions of the SPF timesheets submitted during the first few pay periods if they are submitted, up until July 1, 2015.*
- The month of June will be a training period, in which we welcome feedback, and will be offering scheduled trainings available to all faculty, staff, and students throughout the month. If PI's would like to schedule specific outreach trainings for their staff you may do so by contacting HSU SPF.
- July 1, 2015 - All Categories of employees should be submitting the new Timesheets and the old Monthly Absence Reports will be officially discontinued.

Again, please feel free to contact our office at (707) 826-4189 with any questions or concerns you may have. Thank you,