

SICK LEAVE
&
REPORTING ABSENCES

Temporary Classified, Student
Employees & Substitutes

March 2021

BACKGROUND

A California Law was signed as part of the Healthy Workplaces, Healthy Families Act of 2014 that requires us to offer sick leave to classified temporary, student employees (student help/work study) and substitutes. It was amended to exclude retired annuitants and ESA assignments. This law went into effect July 1, 2015.

Employees are not required to use sick leave. If an employee requests to take the time unpaid, it is best to get the request in writing. This will prevent any misunderstandings later, if the employee claims they were not “allowed” to use the sick leave.

The employee cannot be required to search for or find a replacement worker to cover the days they are absent.

Employees cannot be disciplined or otherwise retaliated against for requesting time or taking time off under this law.

Sick leave is not paid out when the employee leaves and is not creditable for PERS or STRS. If the employee obtains a full-time position with the District, the sick leave balance is not transferrable to that new position.

ACCRUAL

Employees earn 1 hour of sick leave for every 30 hours they worked. The accrual will be pro-rated based off actual hours worked. For example, an employee who works 20 hours for the month will accrue .67 of an hour. Employees began accruing on hours worked in July 2015.

Sick leave balances carry over each fiscal year but is capped at 48 hours. Once an employee reaches the cap, accruals will stop until the balance drops below 48 hours.

USAGE

Even though employees can accrue 48 hours, usage is limited to 24 hours per fiscal year. Employees will be charged a minimum of 2 hours toward their sick leave balance. Report the actual hours the employee missed on the absence report. If the employee missed fewer than 2 hours, the Employee Benefits Department will adjust the absence to 2 hours, but the employee

will only be paid for the actual time missed. (If 2 hours is reported when only 1 hour was missed, the employee will be overpaid.)

Sick leave **will not** be advanced.

Employees may begin using sick leave once they meet following qualifications:

- The employee must have been employed at least 90 days. The 90-day count begins with the first day of the employee's employment, even if the hire date proceeds the date the law went into effect (July 1, 2015). If there is a break in service of more than one year, the 90-day count will start over.
- The employee must have worked 30 days, beginning July 1, 2015, when the law went into effect.
- The employee must have earned a minimum of 2 hours.

Sick leave may be used for the following:

- Employee's own illness or doctor's appointments, including preventive care.
- Illness or doctor's appointments, including preventive care, for an immediate family member. An immediate family member is defined as:
 - Child – biological, adopted, foster, step, legal ward or child to whom the employee stands in loco parentis, regardless of age or dependency status.
 - Parent – biological, adopted, foster, step, or legal guardian, or the parent of the employee's spouse or *registered* domestic partner.
 - A person who stood in loco parentis when the employee was a minor child
 - Spouse
 - *Registered* domestic partner
 - Grandparent
 - Grandchild
 - Sibling
- For an employee who is a victim of domestic violence, sexual assault or stalking.

Be sure to keep the reason for the leave confidential.

REPORTING ABSENCES

Timesheets\Worksheets:

Follow your normal campus procedures for submitting the employee's timesheet, for actual hours worked. Do not include any sick leave hours on the timesheet.

Report the days worked on each timesheet and enter on the line provided on the worksheet. The count of days worked are any days the employee physically worked *any* amount of time. If the employee did not report to work at all (called in sick), the day does **not** count as a day worked on the timesheet/worksheet.

Absence Reporting:

An absence transaction does not need to be submitted for employees who do not meet the eligibility requirements:

- Employed 90 days
- Worked 30 days
- Accrued at least 2 hours

Only report absences up to the amount of time the employee has available, if known. A leave report is sent to campus each month. In addition, employees can view their leave balance on their paycheck stub.

Absence transaction are due in ESS by the 5th working day of the month, with supervisor approval no later than the 11th. This process adjusts the employees leave balance and then proceeds to payroll for payment. If the absences are not approved in a timely fashion it will delay payment to the employee.

An employee utilizing sick leave will be paid for the hours worked as usual (by the 10th of the next month); any sick leave hours reported, for the same reporting period, will be paid the following month.

Example: Suzy worked 20 hours in September and had 2 hours of sick leave. The 20 hours worked will be paid on October 10th. If she qualifies and has a sufficient sick leave balance, she will be paid the 2 hours of sick leave with her October pay, on November 10th.

Employees will not be paid for their sick hours until Employee Benefits has validated the employee meets the eligibility requirements and has a sufficient sick leave balance. This should prevent the employee from receiving a "loss of pay."

REPORTING THE ABSENCE IN ESS

For temporary and student help employees, the Benefit Program will always be “No benefits or 2nd Job”

Submit Absence

***Benefit Program**

1 No benefits or 2nd Job ▼

The absence code of illness is used and **HOURS** entered.

*Absence Code	Hours
Illness ▼	8.00

If the employee is absent a full day, then a second entry for “days worked” must be entered. In the “Hours” box you will indicate the **DAYS** worked. If the employee is absent a partial day, then the days worked is accounted for on their time sheet and not entered in ESS.

*Absence Code	Hours
▼ Days Worked ▼	1.00

A valid “Account Code” must be entered.

Account Code

You can manually Type the account code or you can search for the code from the menu of valid codes.

Cancel
Lookup

Search for: Account Code

▶ Search Criteria

▼ Search Results

Only the first 300 results can be displayed.

Combination Code	Description	Direct Charge	Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field	Affiliate	Operating Unit	Alternate Account	Budget Reference
110011AR.CP.LRNC61100014B	Learning Res Ctr Coord	N	1100	AR.CP.LRNC	014B		11	61100	00000				
110011AR.CP.OFFC99000013A	Type A Leave	N	1100	AR.CP.OFFC	013A		11	99000	00000				
110011AR.VI.ALHT12000012A	FUNERAL SERVICES PROFESSOR	N	1100	AR.VI.ALHT	012A		11	12000	00000				
110011AR.VI.ALHT12030012C	Cert Sal Nursing	N	1100	AR.VI.ALHT	012C		11	12030	00000				
110011AR.VI.ALHT12200012A	Cert Sal-Speech Lang Pathology	N	1100	AR.VI.ALHT	012A		11	12200	00000				
110011AR.VI.ALHT12200012C	Cert Sal-Speech Lang Pathology	N	1100	AR.VI.ALHT	012C		11	12200	00000				
110011AR.VI.ALHT12500012C	Cert Sal Paramedic	N	1100	AR.VI.ALHT	012C		11	12500	00000				

Once you have finished click the “Submit” button and the transaction will be ready for supervisor approval. It is important to make sure the absences are approved by the absence reporting deadline of the 11th each month. This process adjusts the employees leave balance and then proceeds to payroll for payment. If the absences are not approved in a timely fashion it will delay payment to the employee.

CONTACTS

Questions regarding reporting absences:

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Questions regarding payroll:

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