

Front-Loaded 3 Days SICK LEAVE Policy

SICK LEAVE AND DOMESTIC VIOLENCE LEAVE

SICK LEAVE

Sick leave is a benefit provided when an employee is unable to work due to an illness or injury that is not work related. It is intended to be used for medical reasons; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. You must personally contact your supervisor as soon as possible regarding absences under this program. Employees may use their accrued sick leave to attend to the preventive care or existing medical condition of a family member.

Upon hiring and on the employee’s anniversary date, three (3) days sick leave will be provided. In order to be eligible to use paid sick leave, an employee shall be currently on the payroll and shall have worked at least ninety (90) days. Sick leave time taken in excess of the accrued time will be without pay. When employment ends, you will not be paid for unused sick pay. Sick pay will not be considered hours worked for purposes of overtime calculation.

Events that qualify you for sick leave will also initiate your leave under Paid Family Leave and Family and Medical Leave under both state and federal law. In those instances, you are required to take available paid sick leave before taking unpaid leave, or having unpaid absences.

If you are absent for a reason that qualifies you for State Disability Insurance (SDI), or Paid Family Leave (PFL) benefits, payments do not begin until after you have been absent from work for seven (7) calendar days. If you have available paid sick leave, it will be used before SDI or PFL payments begin. SDI or PFL benefits do not replace all of your usual wages. If you have no sick leave, or once you exhaust your sick leave, accrued and unused PTO can be used to supplement your PFL benefits.

If you are unable to work due to injury or illness, you must provide appropriate medical evidence of your illness and/or medical certification of your fitness to return to work.

Sick leave is not available to employees who work less than thirty (30) total days of employment.

DOMESTIC VIOLENCE LEAVE

Under Labor Code Section 230, employees who are victims of domestic violence are eligible

for leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. This leave is limited to 12 weeks in a 12-month period.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or,
- Documentation from a medical professional, domestic violence advocate, healthcare provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

We will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. If you wish to receive compensation for Domestic Violence Leave, you may use up to three (3) days of your available sick leave for the period of time needed. Paid domestic violence leave is not available to employees who work less than thirty (30) total days of employment.

SPECIAL LANGUAGE FOR JULY 1, 2015 EFFECTIVE DATE

Beginning on July 1, 2015, upon hiring and on the employee’s anniversary date, three (3) days sick leave will be provided. In order to be eligible to use paid sick leave, an employee shall be currently on the payroll and shall have worked at least ninety (90) days. Sick leave time taken in excess of the accrued time will be without pay. When employment ends, you will not be paid for unused sick pay. Sick pay will not be considered hours worked for purposes of overtime calculation.



Courtesy Pacific Employers