



**Lisette Estrella-Henderson, Superintendent of Schools**  
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## Substitute Paid Sick Leave Request Form

The Substitute Paid Sick Leave form must be submitted by the last working day of the month for payment on the following month's payroll.

Requirements for the Substitute Sick Leave (AB 1522 – Healthy Workplaces/Healthy Family Act) are on page two of this form.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of absence: \_\_\_\_\_ Frontline job number: \_\_\_\_\_ Hours of job: \_\_\_\_\_

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Date of absence: \_\_\_\_\_ Frontline job number: \_\_\_\_\_ Hours of job: \_\_\_\_\_

I hereby certify that this a true and accurate statement of sick leave:

\_\_\_\_\_  
Employee Signature Date

### To be completed by Human Resources

Employee ID Number \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Budget Code: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## **REQUIREMENTS OF THE ACT:**

**Eligibility:** An individual who works for 30 or more workdays within a year (does not have to be consecutive days), from the first day of work after July 1, 2015, is entitled to paid sick days.

**Sick Leave Accrual Rate:** Paid sick leave accrues at the rate of one hour per 30 hours worked, paid at the employee's regular wage rate. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days.

**Accrual Limits:** Days will be limited to 40 hours or five (5) days, whichever is greater, in each year of employment.

**Use of Sick Leave:** An individual covered by this policy shall be entitled to use accrued sick days beginning on the 90<sup>th</sup> day of employment, after which date the employee may use paid sick days as they are accrued, as per the law. Individuals will be informed of their sick day accrual in writing on each pay warrant received.

**Procedure:** Paid sick days, under this policy, may be used for the diagnosis, care, or treatment of an existing health condition, as well as preventive care, for the individual or family member. Additionally, sick days may be used for a victim of domestic violence, sexual assault or stalking. To use sick days an individual covered by this policy must be scheduled in advance to report to work on the day the use of sick days is requested. If the use of sick days is foreseeable, the employee shall provide reasonable advance notification of two days to the Human Resources department. If the need is unforeseeable, the request must be made by telephone conversation or email, prior to the scheduled start time of the work shift. Sick leave must be taken in minimum increments of two (2) hours not to exceed eight (8) hours in one day. The Solano County Office of Education shall not deny an individual the right to use accrued sick days, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an individual for using accrued sick leave, attempting to exercise the right to use accrued sick leave, filing a complaint or alleging a violation of this law, cooperating in an investigation or prosecution of an alleged violation of this law, or opposing any policy or practice or act that is prohibited by this law.

**Payment of Used Sick Leave:** The Sub Sick Leave Request form must be submitted by the 5<sup>th</sup> of the month following after the sick leave is taken for payment on payday of the next regular payroll period. The rate of pay shall be the employee's hourly wage. If the employee in the 90 days of employment before taking accrued sick leave had different hourly pay rates, was paid by commission or piece rate, or was a nonexempt salaried employee, then the rate of pay shall be calculated by dividing the employee's total wages, not including overtime premium pay, by the employee's total hours worked in the full pay periods of the prior 90 days of employment.

**Employment Separation:** The Solano County Office of Education will not provide compensation to an employee for unused earned paid sick days accrued under Healthy Families Act upon termination, resignation, retirement, or other separation of employment. If an employee separates from the Solano County Office of Education and is rehired by the Solano County Office of Education within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.