

Paid Sick Leave - Effective July 1, 2015

Paid Sick Leave is one an important benefit the College offers to allow employees to take care of themselves and their families. CCA offers two sick leave programs, one that is for regular, full-time and part-time staff, and another program for all other staff. Both programs meet federal, state and city requirements for Sick Leave, including the San Francisco Paid Sick Leave Ordinance (PSLO), Oakland's Minimum Wage and Paid Sick Leave Law, the Healthy Families Act, and California's Kin Care leave.

Leave under CCA's sick leave plans may be used in connection with the care or treatment of an illness/injury, or the preventative health care, of the employee or the employee's immediate family member, which includes time off for medical appointments. Family members for both programs includes:

- A spouse; or
- A registered domestic partner; or
- A child, regardless of age or dependency status (biological, adopted, foster, stepchild or legal ward, or a child to whom the employee stands in loco parentis); or
- A parent (biological, adopted, foster, stepchild or legal ward, a spouse or registered domestic partner's parent, or a person who stood in loco parentis); or
- A sibling; or
- A grandchild; or
- A grandparent

Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking, and may run currently with leave taken under other applicable policies as well as under local, state or federal law, including the California family Rights Act (CFRA) or the Family Medical Leave Act (FMLA). Employees may also use sick leave for baby bonding once they have exhausted all accrued unused vacation hours. Employees on an unpaid leave of absence do not accrue sick leave.

Employees requesting time off under this policy should provide as much advanced notice as possible to their supervisors. Those taking more than three days of sick leave will be required to provide appropriate documentation to Human Resources at hr@cca.edu or their supervisor. Abuse or misuse of sick leave may lead to disciplinary action and/or withholding of sick pay.

Under no circumstances is unused accrued sick leave paid out. However, employees who separate from the College who are rehired within one year of separation will have their unused sick balance restored to them upon return, up to a max of 72 hours.

Paid Sick Leave for Regular Staff Members Eligibility & Accruals

Eligibility

All regular staff working 20 hours or more are eligible to receive paid time under the Standard Paid Sick Leave plan.

Accruals

The rate of accrual is based on the percentage of scheduled time worked. Unused accrued time under this policy carries over each year to a maximum of 225 hours. The following table details the accrual rates per pay period.

Prorated percentage

100–90	3.75 hours
80	3.00 hours
64	2.40 hours
53	1.99 hours

Paid Sick Leave for Non Regular Employees Eligibility & Accruals

Eligibility

CCA provides paid sick time to employees who are not covered under the Standard Paid Sick Leave plan, under the plan for Paid Sick Leave for Non Standard Employees. This covers staff working less than 20 hours weekly, including temporary and student workers.

Accruals

Covered employees earn 1 hour of paid sick leave for every 30 hours worked. The paid sick leave accrues in one-hour increments; there is no prorated or partial accrual for any time worked less than 30 hours. For example, an employee who has worked 30 hours has accrued one hour of paid sick leave, an employee who has worked 60 hours has accrued two hours of paid sick leave, etc. Unused accrued time under this policy carries over each year to a maximum of 72 hours of accrued sick leave per calendar year. Accrual begins immediately; however employees may start drawing time after completing 90 days of successful employment.