



CITY OF PETALUMA
ADMINISTRATIVE POLICY
Established: 08/2021
Revised: 1/24

Paid Sick Leave Policy

Purpose:

The purpose of this policy is to provide City of Petaluma employees with information on City paid sick leave. The City will provide paid sick leave to employees who have worked 30 or more days within a year from the commencement of their employment with the City. Paid sick leave provided under this policy is not applicable to employees covered by a Memorandum of Understanding, Compensation Plan, Employment Contract, Petaluma Living Wage Ordinance, or employees working as retired annuitants.

Eligibility:

All employees not covered by a Memorandum of Understanding, Compensation Plan, Employment Contract, Petaluma Living Wage Ordinance, or employees working as retired annuitants, who have worked 30 or more days for the City of Petaluma within a year from the commencement of employment are eligible.

Procedures:

Eligible employees hired between January 1 and June 30 of the calendar year shall receive forty (40) hours of paid sick leave beginning at the commencement of employment, and employees hired on or after July 1 of the calendar year shall receive twenty-four (24) hours of paid sick leave, subject to the use limitations set forth in this policy.

After successfully completing ninety (90) days of employment, eligible employees may begin to use paid sick leave under this policy in increments of one (1) hour, up to a maximum of forty (40) hours per calendar year.

At the beginning of each calendar year, any unused paid sick leave that was received in the previous calendar year will be forfeited and eligible employees shall receive a new bank of forty (40) hours of paid sick leave, subject to the use limitations set forth in this policy.

Unused paid sick leave under this policy shall not carry over from one calendar year to the next. The maximum amount of paid sick leave an eligible employee shall be entitled to per calendar year is forty (40) hours.

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition of, or the preventive care for, an employee or an employee's "family member". "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age including adopted children, foster children, step-children, a legal ward, or children to whom the employee stands in loco parentis),

parents (including step-parents, adoptive parents, foster parents, legal guardian, parents-in-law, or person who stood in loco parentis), grandparents, grandchildren, siblings, and a “designated person.” Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety, or welfare of the employee or their child; or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety.

The City of Petaluma requires employees to use paid sick leave under this policy in minimum increments of one (1) hour. Employees requesting time off under this policy should provide as much advance notice to their immediate supervisor as practical. If the employee is required to be absent on sick leave for more than one (1) day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave. Employees who request and/or take more than three (3) days of paid sick leave may be required to provide appropriate documentation in support of such leave. Failure to notify the employee’s supervisor as required by this policy without good reason, may result in the employee being treated as absent without leave.

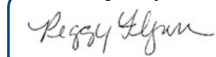
Unused time under this policy is not paid out at the time of termination, resignation, retirement, or other separation from employment. However, eligible employees who are re-employed with the City within a year of separation will have their accrued and unused bank of sick leave under this policy reinstated to their sick leave bank. Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

For more information regarding leave under this policy, contact the Human Resources Department at 707-778-4534 or humanresources@cityofpetaluma.org.

If any provision and/or appendix within this Policy conflicts with current local, state, and/or federal regulations, current law prevails. The City shall follow and implement according to current regulations and law.

Approved:

DocuSigned by:



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Peggy Flynn, City Manager

2/2/2024

Date