



**CITY OF PETALUMA**  
**ADMINISTRATIVE POLICY**  
Established: August 2021

## **Paid Sick Leave Policy**

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### **Purpose:**

Beginning July 1, 2015, the City of Petaluma will provide paid sick leave to employees who have worked 30 or more days in California within a year of their employment with the City or at the time this policy becomes effective. Paid sick leave provided under this policy is not applicable to employees covered by a Memorandum of Understanding, Compensation Plan, Living Wage Ordinance, or other leave program.

### **Eligibility:**

All employees not covered by a Memorandum of Understanding, Compensation Plan, Living Wage Ordinance, or other leave program, who have worked 30 or more days in California within a year of their employment with the City or at the time this policy becomes effective.

### **Procedures:**

Eligible employees will accrue one hour of sick time for every 30 hours worked up to a maximum accrual of 48 hours or six days, whichever is greater, per calendar year. After successfully completing 90 days of employment, eligible employees may begin to use paid sick time under this policy in increments of one hour, up to a maximum of 24 hours, or three days, whichever is greater, per calendar year.

Accrued, unused time under this policy will carry over each year up to a maximum accrual of 48 hours or six days, whichever is greater.

Leave under this policy may be used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, an employee or an employee's immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents and siblings. 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 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 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 days of leave will 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, employees who are re-employed with the City within a year of separation will have their accrued unused bank of time off under this policy made available to them. 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](mailto:humanresources@cityofpetaluma.org).

*If this policy conflicts with current statutory or case law, the law prevails.*

Approved:

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Peggy Flynn, City Manager

3/10/2022  
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Date