



SAN RAFAEL

THE CITY WITH A MISSION

To: All Temporary/Seasonal Employees
From: Sylvia Gonzalez, HR Coordinator
RE: **Paid Sick Leave Policy**

Background

On September 10, 2014, the Governor of the State of California signed the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). This new law requires that employees who work 30 or more days in a 12-month period are entitled to paid sick leave to be accrued at a rate of no less than one hour for every 30 hours worked beginning July 1, 2015 or the first day of employment, whichever comes later.

New Paid Sick Leave Policy

Pursuant to AB 1522, the City of San Rafael has adopted a Paid Sick Leave Policy to set forth guidelines for administering this new leave option. A copy of the policy is included with this memo. Among other things, the new paid sick leave policy outlines the conditions under which paid sick leave may be requested/used and defines who is considered an eligible family member for purposes of this leave.

Key Points:

- You must work 30 or more days within a year of beginning employment to begin accruing paid sick leave accrual
- You will earn 1 hour of paid sick leave for every 30 hours worked starting on July 1, 2015.
- You must use sick leave in at least one (1) hour increments.
- You are eligible to begin using accrued paid sick leave after 90 days of employment or 90 days from July 1, 2015, whichever is later.

What Next?

Please review the attached policy and speak to your supervisor if you have any questions. You will be able to see the amount of paid sick leave you have accrued to date on each pay stub when you log in to the hr/payroll website (<https://hrweb.cityofsanrafael.org/>) as early as July 31st, depending on how many hours you've worked. Once you become eligible to use your accrued paid sick leave, please follow the procedures as outlined by your supervisor for requesting time off under this sick leave policy and report any time taken using the appropriate leave code on your timesheet.