

PLEASE KEEP THIS FOR REFERENCE

ASSU/SSE

Sick Time for Hourly Employees

This guide summarizes paid sick time accrual and usage policies for ASSU/SSE hourly employees.

1. Sick Time Benefits

Sick time provides a mechanism to pay employees when they are unable to perform their scheduled work responsibilities due to illness or for other related reasons as detailed below. All ASSU/SSE employees receive sick time benefits. Arrangements for any variations in work hours, including time off for illness or related uses of sick time, should be made individually with the employee's supervisor. To the extent possible, hourly employees are encouraged to make arrangements outside of their working hours and supervisors are encouraged to offer flexibility in work hours.

2. Definitions

All ASSU/SSE undergraduate and graduate students who are hired on an hourly basis are referred to as "employees" in this policy.

3. Accrual and Recording of Sick Time

a. Accrual of Sick Time

Employees accrue sick time as follows:

- Employees accrue sick time at the rate of .03334 hours per hour worked. This equates to one (1) hour of sick time for every 30 hours worked.
- Unused sick time accumulates from year-to-year, with a maximum limit of 24 hours
- Employees accrue sick time for all hourly jobs worked at ASSU/SSE, regardless of the department of employment. When an employee leaves one position and accepts another position within ASSU/SSE, the employee's sick time balance is maintained as long as the new position starts within 12 months of the date of termination from the first position. If the new position is not an hourly employee position, the employee is subject to any sick time policies applicable to the new position, including, without limitation, any policies regarding sick time use and limits on sick time accruals.

b. Recording Sick Time Accrual

An employee's accrued sick time is recorded in our payroll system with the sick time balance reported on the employee's pay statement.

4. Use of Sick Time

Sick time is paid only when used to replace scheduled work hours during the course of employment. Otherwise, sick time balances are not paid out.

Arrangements for any variations in work hours, including time off for illness or related uses of sick time, should be made individually with the employee's supervisor. To the extent possible, employees are encouraged to schedule appointments at a time outside of working hours. Where flexible schedules are possible, supervisors are encouraged to accommodate appointments by flexing an employee's work hours.

Employees are entitled to use accrued sick time beginning on the 90th calendar day after the start of employment. Sick time must be accrued before it can be used. The use of sick time is limited to 24 hours each year of employment. Sick time may only be used for an absence that an employee has during scheduled work hours.

Sick time is not paid out when an employee ends employment for any reason, including, without limitation, no longer being employed in an hourly position, leaving for any reason, taking a leave of absence, or being in non-enrollment status.

Sick time may be used for the following reasons:

a. Absence Due to Illness or Injury

Sick time may be used when an employee's illness or injury prevents the employee from working.

b. Medical and Dental Appointments

Sick time may be used for all medical and dental appointments, including:

- Diagnosis, care or treatment of an existing health condition
- Preventive care
- Appointments associated with a work injury (e.g., physical therapy)

c. Domestic Violence, Sexual Assault or Stalking

Sick time may be used by an employee who is a victim of domestic violence, sexual assault or stalking in order to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety or welfare of the victim or his or her child
- Seek medical attention for injuries caused by domestic violence, sexual assault or stalking
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking
- Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking
- Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

d. Family Sick Time

Employees may use sick time for diagnosis, care or treatment of an existing health condition of, or preventive care for, an employee's family member. For the purpose of this policy, a family member includes the employee's:

- Spouse or registered domestic partner
- Children of the employee or spouse or registered domestic partner (including a biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of the child's age or dependency status)
- Parents and parents-in-law (including a biological, adoptive or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor)
- Brothers and sisters
- Grandparents or grandchildren
- Other family members dependent on the employee and living in the employee's household

5. Administration

a. Notification of Absence

The employee reports an absence (or planned absence) to the supervisor through the timekeeping system. Use the tab labeled My Account > My Time Off > Request. If the need for sick time use is foreseeable, the employee should provide reasonable advance notice. If the need for sick time is unforeseeable, the employee should provide notice of the need for sick time use as soon as practicable. If an employee requests to use accrued sick time and the employee's use of sick time is within

applicable limits per year of employment, the request should not be denied because details are not provided about the sick time use.

To the extent possible, employees are encouraged to schedule appointments at a time outside of working hours. Where flexible schedules are possible, supervisors are encouraged to accommodate appointments by flexing an employee's work hours.

b. Medical Confirmation

(1) Medical confirmation related to use of sick time

Acceptable medical evidence may be required for the use of sick time. However, for an employee's use of the first 24 hours of sick time during each year of employment, excepting circumstances involving abuse or misuse of sick time as stated in subpart (2) below, supervisors may not require acceptable medical evidence, and supervisors should not deny sick time use based on an employee's failure to provide details about the sick time use. The supervisor who approves the use of sick time is responsible for confirming that the conditions for use of sick time are met.

(2) Medical confirmation related to possible abuse or misuse of sick time

If ASSU/SSE has reasonable basis to believe that an employee may have engaged in abuse or misuse of sick time at any time (even during the first 24 hours of sick time use during each year of employment), ASSU/SSE may ask for acceptable medical evidence or other proof showing that an employee has not engaged in abuse or misuse of sick time. Abuse or misuse of sick time, failure to follow sick time notification procedures (i.e., failing to provide reasonable advance notice for foreseeable sick time use, not providing requested medical information when abuse or misuse is suspected, or not giving notice as soon as practicable for unforeseeable sick time use) may be a basis for discipline, up to and including termination of employment. Also, use of sick time may be denied if there is abuse or misuse of sick time.

(3) Acceptable medical evidence

Acceptable medical evidence includes, but is not limited to, a healthcare practitioner's statement that certifies a medical need for sick time, the expected duration of absence and anticipated return to work date, and any work-related limitations or restrictions (including the duration of those limitations or restrictions) when the employee is released to return to work.

c. Reporting Sick Time Use

Employees record hours of sick time used during the pay period in the timekeeping system using the tab labeled My Account > My Time Off > Request. Employees may only be paid for the number of sick time hours that they have accrued and which is

available to them. The use of sick time is limited to 24 hours each year of employment. Up to 24 hours of sick time use may be recorded on the Timesheet. Employees are not paid for time spent away from work in excess of the sick time limit per year of employment, and such time is not recorded on the Timesheet.

d. Sick Time Credit Date

Sick time must be accrued before it can be used. Sick time is credited each pay period, calculated based upon work hours recorded during the previous pay period.

e. Tax Status

Income that the employee receives for sick time is taxable. Applicable taxes are deducted.

f. Multiple Forms of Employment*

Employees who are employed by ASSU/SSE but are not hourly employees are affected as follows:

- ASSU offices: Students who receive a stipend for work done as part of the ASSU, whether or not it is an elected position, will receive 24 hours of sick time per year
- Student group employees: Students who receive a stipend for work done as part of their participation in a student group will receive 24 hours of sick time per year
- Any other person paid by ASSU/SSE: Any other person who receives payment from the ASSU/SSE, whether or not that person is a student, will receive 24 hours of sick time per year

* Sick time is used to replace scheduled work time. The individuals outlined above are paid for a service to be performed and hours are not accounted for.

g. Sources of Funds for Sick Time

As sick time is used to replace scheduled work time, it should be recorded on the Timesheet associated with the job for which the work time was scheduled.

h. Applicable Laws

The intent of this guide is to meet or exceed requirements of all applicable laws, including, without limitation, the California Paid Sick Leave Law enacted by Assembly Bill 1522 effective July 1, 2015.