Kings Community Action Organization
Administrative Policy

AP 3200
Human Resources: Leaves

CALIFORNIA PAID SICK LEAVE (“CA PSL”)

Purpose: To provide a policy compliant with the Healthy Workplaces, Healthy Families Act of 2014.

Effective July 1, 2015 employees will be entitled to California Paid Sick Leave (“CA PSL”). Employees will be awarded CA PSL on an annual basis.

Initial award of hours

Current employees as of July 1, 2015 will be awarded 24 hours of CA PSL on July 1, 2015. Current employees are entitled to use CA PSL immediately or beginning on the 90th day of employment, whichever is later.

Newly hired employees who are hired after July 1, 2015 will be awarded 24 hours of CA PSL on the date of hire. Newly hired employees are entitled to use CA PSL beginning on the 90th day of employment.

Expiration and migration of unused hours; award of new hours on hire date anniversary

For the purposes of administering this policy, every current or newly hired employee’s hire date will define the beginning of an employment year. At each hire date anniversary:

- All unused CA PSL will expire.
- An employee eligible for KCAO Sick Leave will receive an award of hours applied to the KCAO Sick Leave accrual bank in an amount equal to the unused and expired CA PSL hours.
- 24 new hours of CA PSL will be awarded.

Thereafter, this cycle of expiration, migration, and award of PSL will continue based upon hire date anniversary.

Use of CA PSL

An employee shall notify the immediate supervisor of the need to be absent as soon as such a need is known. Absences due to illness or injury must also be documented by completing the appropriate CA PSL time off request on the online Time and Attendance module. In cases where there is advance knowledge of the absence (such as a doctor’s appointment), the online
request must be completed prior to the absence. In cases where the employee calls in sick, the online request must be completed upon return to work.

An employee may use CA PSL for the diagnosis, care or treatment of an existing condition, or preventive care, for the employee or for a family member. CA PSL can also be taken by an employee who is a victim of domestic violence, sexual assault, or stalking.

Family members include a child (biological, adopted, foster, step), legal ward, child to whom the employee stands in loco parentis; parent (biological, adoptive, step), legal guardian of employee or employee’s spouse or registered domestic partner, person who stood in loco parentis when employee was a minor; spouse; registered domestic partner; grandparent; grandchild; and sibling. Employees must use CA PSL in at least two-hour increments.

Unused CA PSL will not be paid to the employee at the separation of employment. However, if the employee is rehired within one year of the date of separation, previously accrued but unused CA PSL will be reinstated at rehire.

When used, CA PSL will be paid at the employee’s then-hourly straight time rate of pay. For employees paid different hourly pay rates within the last 90 days before taking CA PSL, the rate of pay will be calculated by dividing the employee’s total wages, excluding overtime, by total hours worked.

A poster describing CA PSL rights is located on the employment poster in the break room or other conspicuous place. KCAO will maintain records documenting hours worked and CA PSL awarded and used. KCAO will make them available within 21 days upon request.

References:
LABOR CODE 245: Healthy Workplaces, Healthy Families Act of 2014

Adopted by Board of Directors:  June 17, 2015