

## City of Los Alamitos Administrative Regulation

Regulation:	<b>1.12</b>	<small>DocuSigned by:</small>  <small>040A80BBE28D4FE...</small> <b>Chet Simmons, City Manager</b>
Title:	<b>Paid Sick Leave for Part-Time and Temporary Employees</b>	
Authority:	<b>City Manager</b>	
Date:	<b>July 1, 2015</b>	
Revised:	January 1, 2024	

- 1. Purpose:** This policy provides a procedure for Part-Time and Temporary Employee's Sick Leave Accrual.
- 2. Application:** This policy applies to all Part-Time and Temporary employees that have worked 30 or more days.
- 3. Regulation:** This policy is established in accordance with the Healthy Workplace Healthy Family Act of 2014 (AB 1522). If any provision of this policy conflicts with current State or Federal law, the law shall take precedence.
- 4. Procedure:** An employee who, on or after July 1, 2024 works for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Part-time and Temporary employees will earn one hour of paid sick leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2024, whichever is later. Employees can start using paid sick leave beginning on the 90<sup>th</sup> day of employment.
- 5. Purposes:** Sick leave is paid leave from work that an employee may use for the following purposes:
  1. Diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee themselves or any of the following family members of the employee: a child of any age or dependency status; a parent; a parent-in-law; a spouse; a registered domestic partner; a grandparent; a grandchildren; or a sibling; or
  2. Diagnosis, care, or treatment of an existing health condition of, or preventative care for a "designated person"; or
  3. For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (a) 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 (b) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (c) participate in safety planning or other actions to increase safety.

## **6. Usage:**

- An employee may use accrued paid sick days / hours beginning the 30<sup>th</sup> day of employment.
- An employee may request paid sick leave in writing or verbally.
- Part-time and temporary employees can use up to 40 hours (5 days) of paid sick leave in one year.
- Accrued and unused sick leave carries over to the following year of employment but a part-time or temporary employee stops earning sick leave once they have accrued 80 hours or 10 days, whichever is greater.
- Terminated employees cannot cash out accrued unused sick leave hours.
- If an employee is rehired within one year of separation from the City of Los Alamitos, previously accrued and unused paid sick leave must be reinstated.
- In order to receive compensation while absent on sick leave, the employee shall notify his or her immediate supervisor or department Director in advance or as soon as practicable.