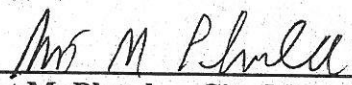


City of Los Alamitos
Administrative Regulation

Regulation:	1.12
Title:	Paid Sick Leave for Hourly Employees
Authority:	City Manager
Date:	July 1, 2015
Revised:	 Bret M. Plumlee, City Manager

1. **Purpose:** This policy provides a procedure for Part-Time and Temporary Employees Sick Leave Accrual.
2. **Application:** This policy applies to all Part-Time and Temporary employees that have worked 30 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, 2015 works for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Employees, including part-time and temporary employee's, will earn one hour of paid sick leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later. Employees can start using paid sick leave beginning on the 90th day of employment.

Employees can use up to 24 hours (3 days) of paid sick leave in one year. Accrued paid sick leave is capped at 48 hours (6 days). When an employee accumulates 48 hours of sick leave, that employee shall not accrue any further sick leave until such time as the employee's accumulated sick leave balance is reduced below 48 hours (6 days).

The accrued unused sick leave can be carried over to the next year.

5. **Usage:**
 - An employee may use accrued paid sick days / hours beginning the 90th day of employment.
 - An employee may request paid sick leave in writing or verbally.
 - Unused sick leave hours can be carried over to the next year.
 - Terminated employees cannot cash out accrued unused sick leave hours.

- An employee that is rehired within one year of separation from the City of Los Alamitos previously accrued and unused paid sick leave must be reinstated.
- An employee can take paid sick leave for employee's own or a family member (child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling) for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.
- 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.