

Sick Leave Accrual for Temporary Employees

AB1522 Healthy Workplace Healthy Family Act Notice of Employee Rights

Beginning July 1, 2015, California employees have the right to earn and take sick leave from work.

(Q1) Who is eligible?

(A1) All district employees who have worked for 30 or more days within a fiscal year (July 1-June 30) can earn sick leave. This includes faculty, classified, full-time, part-time, temporary, substitutes and students employed by the District. Employees covered by a collective bargaining agreement that provides for sick leave and meets the requirements of the mandate are exempt from this mandate. (AB 1522 Healthy Workplaces, Healthy Families Act of 2014).

(Q2) What if I work more than 30 days but less than 90 days?

(A2) If you work less than 90 days for your employer, you are not entitled to take sick leave.

(Q3) Is there a maximum amount of sick leave I am allowed to accrue and use per year?

(A3) There is a limit of 48 hours of sick leave that may be accrued, a maximum of 24 hours of sick leave may be used per fiscal year.

(Q4) What happens to the accrued sick leave that I do not use?

(A4) Unused Sick leave rolls over into the next fiscal year.

Sick leave is not paid out upon the end of employment, however upon reemployment within 12 months the previous unused Sick Leave balance may be reinstated. (AB1522 Healthy **Workplaces, Healthy Families Act of 2014**)

(Q5) How do I accrue Sick Leave time?

(A5) Employees referenced in A1 above, earn 1 hour of sick leave for every 30 hours they work starting from July 1, 2015 or from their hire date if after July 1, 2015.

(Q6) How do I use Sick Leave?

(A6) When reporting your time in WebStar, select the earn code "Sick Pay" and enter the appropriate number of sick-leave hours.

The screenshot shows a WebStar timesheet for the period 12/01/2025 - 12/10/2025. The interface includes a calendar view with days 1 through 7. Day 5 (Friday) is highlighted in blue. Below the calendar, there is a section labeled 'Add Earn Code'. This section contains a dropdown menu for 'Earn Code' with 'Sick Pay' selected, and a text input field for 'Hours*' containing the number '1'. The 'Add Earn Code' section is circled in red.

If you report worked hours using a paper timesheet, be sure to note the sick leave taken on the timesheet.

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(Q7) When can I use Sick Leave?

(A7) You may begin using your available Sick Leave hours on your 90th day of employment. You may use available sick leave for the diagnosis, care or treatment of an existing health condition, or preventive care for yourself or a family member.

(Q8) What are my responsibilities as an Employee/Employer?

(A8) Employees must provide their supervisor with reasonable advance notice when using sick leave unless the event is unforeseeable, which then the employee must provide notice "as soon as practicable". Employees are required to document any Sick Leave taken on their timesheet or WebStar.

Employers are required to track and retain all Sick Pay tracking for a minimum of three years. Direct Supervisors are required to maintain time reporting records for each employee, in order to accurately approve employee timesheets.

(Q9) How do I know what my available sick leave balance is?

(A9) Employees can view their sick leave balance on WebStar.

After signing on to Webstar

1. Click on "Employee".
2. Click on "Time Off Current Balance and History "
3. Click on "Preview Your Leave Balances"

(Q10) How is the year measured?

(A10) The Sick Leave policy follows the Fiscal Calendar, July 1-June 30

(Q11) Does Financial Aid pay for Student Workers Sick Leave?

(A11) Although Student Workers are eligible for Sick Leave and subject to all the provisions above, the district/employer incurs the cost of all Student Workers Paid Sick Leave. Departments are responsible for incorporating Sick Leave into their budgets. (FWS-Federal Share Limits §675.26)

For more information regarding California's Paid Sick Leave Law AB 1522 please visit the Department of Industrial Relations website at www.dir.ca.gov.