

Scope:

Effective January 1, 2025, this policy applies to ASI employees. Parameters of the policy are outlined specifically for part-time (hourly, non-exempt) and full-time (hourly, non-exempt and salaried, exempt) employees.

Purpose:

In compliance with California Law, ASI provides all employees with paid sick leave for illness or injury of an employee and to care for the employee's family members. Family members include spouse, registered domestic partner, child ("biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands *in loco parentis*"), parent ("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 child"), sibling, grandchild, grandparent, or designated person, defined as a person identified by the employee at the time the employee requests paid sick days. An employee may choose one designated person per 12-month period.

Qualifying Reasons for Paid Sick Leave

Sick leave may also be used for death of family with a maximum of five (5) sick days for each instance, doctor appointments for an employee or covered family member as defined above, preventative care and by survivors of domestic violence, sexual assault or stalking to obtain relief, including medical attention and psychological counseling, and to assist any family member who is a victim of certain types of violence incidents or threats of violence. Additionally, ASI has a holistic approach to using sick leave hours for illness or injury which includes care for an employee's physical, mental, spiritual, and psychological wellbeing.

Notification Process

When employees are unable to work as scheduled, they must notify their supervisor prior to the start of the scheduled work shift they will miss. When the need for sick leave is unforeseeable, notice must be given as soon as practical. ASI will exercise the appropriate discretion on sick leave requests in situations where notice is provided after the start of the work shift. It is the employee's obligation to inform their supervisor of the anticipated length of absence.

The improper use of sick leave will not be condoned. Employees who are absent for more than five (5) consecutive working days will be ineligible to return to work until they provide written verification from a health care provider that allows them to return to work. ASI reserves the right to request medical certification from an employee for any absence that is less than five (5) consecutive working days.

Commented [CW1]: The official policy would include an effective date, correct? Wonder if the attorney will want to refer to previous policy in this policy (regarding "those PT/Temp EEs hired prior to effective day will rollover remaining balance... or if that will only be part of the communication).

Commented [CG2R1]: I was thinking the same thing, whether or not to include the rollovers. Thinking it should just be in the communication because it's only going to impact staff for a certain time period who will eventually leave.

Commented [CW4R3]: I thought designated person had to be identified in advance and updated annually @Christia Williams double check PSL law

Commented [CW5R3]: Confirmed designated person is also with PSL - good catch Charlene. It does say Employers are permitted, however, to limit an employee to one designated person per 12-month period. - Should that be included in the policy?

Commented [CG6R3]: I agree and added the 12 month period designation to this section.

ASI prohibits discrimination or retaliation against employees for using their sick leave. However, employees who have exhausted their sick leave accruals and have failed to inform their direct supervisor and/or Human Resources, but continue to miss work, may receive disciplinary action, up to and including termination.

Minimum and Maximum Sick Leave Amounts per Request

Sick leave cannot be used until it is earned. Employees are responsible to request sick leave through the Human Resources Information System (HRIS) time off feature. There is no minimum amount of paid sick leave an hourly, non-exempt employee may request to apply towards a shift but may not request more than the total hours the employee was scheduled to work during the shift. Exempt employees may request no less than 4 hours or half day sick requests. Paid sick leave will not count as time worked and it will not be counted towards overtime.

Accrual Parameters

Per applicable California Law and ASI Policy, unused and accrued sick leave will not be paid out to employees at the time of separation of employment with ASI.

Sick leave will not accrue during an unpaid leave of absence and accrual resumes upon return from leave.

Part-Time Employees

All part-time employees and employees in temporary assignments of 6 months or less accrue sick leave at a rate of one hour for every 30 hours worked beginning at the employee's date of hire. Employees may use up to 40 hours of accrued paid sick leave in a calendar year. Unused sick leave accrual will carry over year to year with no cap. Should an employee separate and be rehired within one year of separation, the employee will be granted any sick leave not used at the time of separation

Full-Time Employees

Full-time employees in appointments of more than 6 months begin to accrue sick leave immediately upon hire at the rate of eight (8) hours per month for employees working at least 40 hours per week. Monthly sick leave accruals are reflected on the last day of each month in the HRIS time off policy. Employees who work fewer than 40 hours per week may accrue sick leave pay at a proportionate rate, based upon the number of paid hours per month. An employee may not use more sick pay than has been accrued and may not receive an advance of sick pay that has not yet been accrued. There is no limit on the number of sick leave a full-time employee

Commented [CW8]: Suggestion - should we add something like, as per AB 1522, Sick leave will no be paid out? Reinforcing its not just ASI policy, but isn't required under the law. Or maybe "PSL is considered a type of paid time off (PTO), but it's not considered a wage, so employers aren't required to pay employees for it when they leave"

Commented [CG9R8]: I like your suggestion of adding AB 1522 to reinforce that it's not just ASI's policy. I think the second part could be a good explanation to have if an EE asks why it's not paid out but may not need to be in the policy.

Commented [CG11R10]: Thanks for catching that

may accrue. If an ASI-recognized holiday occurs while a full-time employee is on a paid sick leave, the employee will receive holiday pay for that day, not sick pay. For eligible employees who separate from ASI due to retirement, unused sick leave may be converted to service credit.