

Annual Limits

Desert Sands Unified School District will allow employees, to earn one hour of sick leave for every 30 hours worked. There is a maximum cap of 48 hours for sick leave accrual. If you reach 48 hours of earned sick leave, you will stop accruing additional hours until your balance falls below 48 hours. Desert Sands Unified School District will allow employees covered under AB 1522 to use up 24 hours of paid sick leave per year. Any balance remaining at the end of the year will carry over to the next year, up to a maximum of 48 hours.

How do I get paid?

A **Sick Leave Pay Request Form (SLPR)** will need to be submitted to the Payroll Department as soon as you are aware that you will need the time off. If the absence was unforeseen, you will need to submit the SLPR form as soon as you return from your absence. You may request paid sick leave in one hour increments.

SLPR forms are due the same day your hourly timesheet is due. Please refer to the Substitute Pay Schedule for these due dates.

Questions

If you have further questions please contact your payroll person:

Kathie Miller ----- A-C 771-8536

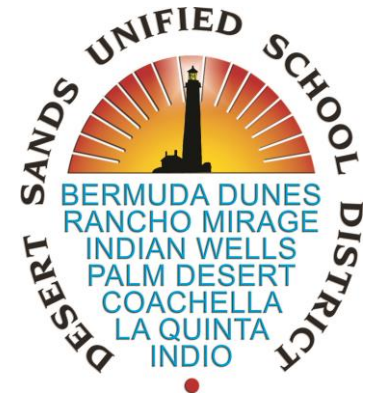
Lea Barela ----- D-HE 771-8541

Susan Palmer----- HI-ME 771-8535

Nick Rose ----- MI-R 771-8538

Patty Leon ----- S- Z 771-8636

Healthy Workplace Healthy Family Act of 2014 (AB 1522)



Governor Brown signed AB 1522, which will provide California employees up to three days of paid sick leave per year, effective July 1, 2015. The bill (sponsored by Lorena Gonzalez, D-San Diego) is officially entitled The Healthy Workplaces, Healthy Families Act of 2014. It adds new sections 245-249 to the California Labor Code. A quick summary of AB 1522 provisions:

Most employees (exempt and non-exempt) who work for the same employer, in California, for at least 30 days within a year are entitled to paid sick days at the employee's regular rate of pay. This includes temporary, part-time, and seasonal employees who work 30 or more days within a year from the date they are first hired.

Paid sick days accrue at a rate of no less than one hour for every 30 hours worked.

An employer can limit an employee's use of paid sick days to 3 days (24 work hours) per year.

An employee is entitled to use accrued sick days beginning on the 90th day of employment.

Employers are prohibited from discriminating or retaliating against an employee who requests paid sick days.

Employers must satisfy specified posting and notice and recordkeeping requirements.

The California Labor Commissioner is tasked with administering and enforcing AB 1522, including the promulgation of regulations, and the investigation, mitigation, and relief of violations of the new requirements. The Labor Commissioner can impose specified administrative fines for violations, and the commissioner or the Attorney General can recover specified civil penalties against an employer who violates these provisions on, as well as attorney's fees, costs, and interest.



An employee who, on or after July 1, 2015, works for the same employer in California 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 employees, will earn one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

Usage

- An employee may use available paid sick days beginning on the 90th day of employment. Sick leave balances appear on your pay stub.
- An employee may request paid sick days by submitting an SLPR form. An employee cannot be required to find a replacement as a condition for using paid sick days.
- An employee can take paid leave for the diagnosis, care or treatment of an existing health condition or preventive care for an employee or an employee's family member or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.