

**TEMECULA VALLEY CHARTER SCHOOL  
Board Policy**

**5000 Personnel**

**5016 HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014**

**Board Action: APPROVED**

**Effective Date: 12-7-2015**

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Overview

Temecula Valley Charter School compliance with the Healthy Workplaces/Healthy Family Act of 2014 (AB 1522), all full time and part time employees who work for our School on or after January 1, 2015 for at least 30 days within a year in California and who work at least 90 days before taking any sick leave are eligible to accrue paid sick leave hours.

Accrual begins on the first day of employment or July 1, 2015, whichever is later. Our School has taken the following actions to comply with the law:

- Displayed a poster on paid sick leave where employees can read it easily.  
Access here:  
[http://www.dir.ca.gov/dlse/Publications/Paid\\_Sick\\_Days\\_Poster\\_Template\\_\(11\\_2014\).pdf](http://www.dir.ca.gov/dlse/Publications/Paid_Sick_Days_Poster_Template_(11_2014).pdf)
- Provide written notice to employees with sick leave rights at the time of hire. Sample notice here: [http://www.dir.ca.gov/dlse/LC\\_2810.5\\_Notice.pdf](http://www.dir.ca.gov/dlse/LC_2810.5_Notice.pdf)
- Provide at least 24 hours or three days of paid sick leave for each eligible employee to use per year.
- Allow eligible employees to use accrued paid sick leave upon reasonable request.
- Show how many days of sick leave an employee has available. This must be on a pay stub or a document issued the same day as a paycheck.
- Keep records showing how many hours have been earned and used for three years.

TVCS prohibits retaliation or discrimination against an employee who requests or uses paid sick days.

Use of Paid Sick Leave

You can take paid leave for you or a family member for preventive care or care of an existing health condition or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. Preventive care would include annual physicals or flu shots. For partial days, you must take at least two hours of leave, but otherwise the determination of how much time is needed is left to you.

### Requesting Paid Sick Leave

You may request paid sick days in writing or verbally. You cannot be required to find a replacement as a condition for using paid sick days.

### Accrual of Paid Sick Leave

Starting July 1, 2015, employers may award all eligible employees either at least one hour of paid leave for every 30 hours worked OR may award all eligible employees 24 hours (three days) of paid sick leave at the beginning of the year.

TVCS's eligibility year period begins on July 1 and ends on June 30 of each year.

TVCS has chosen to:

- Award all eligible employees 24 hours (three days) of paid sick leave at the beginning of the year. Employees may carry over unused sick leave hours to the next eligible year but may not carry over more than 48 hours of unused sick leave.
  - Please note that exempt employees will accrue at a rate of 40 hours per week unless the exempt employee's normal workweek is less than 40 hours, in which case the exempt employee's accrual will be based on his/her normal workweek.

### Payout of Sick Leave Upon Retirement, Termination or Voluntary Separation

TVCS does not pay out accrued but unused sick leave hours upon retirement, termination of employment or voluntary separation (i.e., quitting).

### Reinstatement

Accrued sick leave will be restored to you if you return to employment with TVCS within 12 months from your previous retirement, termination or voluntary separation (i.e., quitting).