Paid Sick Leave (PSL) Overview
Paid sick leave is intended to provide time off of work for an employee to take care of their own health or the health of a family member.

As of July 1, 2015, California law provides for mandatory paid sick leave under the Healthy Workplace Healthy Families Act of 2014 (AB 1522). The following policy is intended to comply with the requirements of this Act. Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time. All employees who have worked in California for 30 or more days within a year from the start of their employment will be entitled to paid sick leave. However, employees are not eligible to take paid sick leave until they have worked for the Anaheim Family YMCA for 90 days from their date of hire.

Employees may use paid sick leave for the following reasons:

1. Personal illness or injury of the employee
2. Diagnosis, care, or treatment of an existing health condition of an employee or their family members
3. Preventative care-routine check-ups, etc. of an employee or their family members
4. Medical, dental or vision appointments
5. To care for a family member (Kin Care), which means any of the following: biological, adopted, foster, stepchild, legal ward or a child to whom the employee stands in loco parentis; a biological, adoptive, foster parent, stepparent, or legal guardian of the employee, or a person who stands in loco parentis when the employee is a minor child, parent, parent-in-law, spouse, or registered domestic partner, grandparent, grandchild or a sibling.
6. For an employee who is a victim of domestic violence, sexual assault, or stalking-to attend to court matters, seek medical attention, or pursue counseling in connection with these incidents

To be paid for sick leave, the following procedures are to be followed:

1. Employees can request PSL verbally or in writing; employees are not required to make a written request for the time off. If the need for the sick leave is foreseeable, employees must provide reasonable advance notification. If the need for the sick leave is unforeseeable, the employee must provide notice of the need for the leave “as soon as practicable.”
2. Employees must log all of their absence(s) in the time and attendance computer system the day they return to work.
3. Any misrepresentation regarding sick leave is grounds for immediate termination of employment.

Medical Confidentiality: As part of the administration of the PSL policy and tracking PSL usage, the Anaheim Family YMCA will maintain the confidentiality of employees’ medical information and that of the employees’ family members.
An employee’s use of paid sick leave may run concurrently with other leaves of absence under local, state or federal law.

Paid sick leave is a benefit that also covers absences for work-related illness or injury that are not covered under workers’ compensation. Employees who have a work-related illness or injury are covered by workers’ compensation insurance. However, workers’ compensation benefits usually do not cover absences for medical treatment. When an employee reports a work-related illness or injury, the employee will be sent for medical treatment, if treatment is necessary. The employee will be paid their regular wages for the time they spend seeking initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, the additional absences from work will be paid with the use of paid sick leave. If you do not have accrued paid sick leave, or you have used all of your sick leave, you may choose to substitute vacation (if applicable) for further absences from work which are related to your illness or injury. The employee must contact Human Resources for more information about coordinating accrued sick leave with workers’ compensation benefits.

Employees who are off work for an extended period due to an illness or injury which is not work related are encouraged to apply for California State Disability Insurance with the Employment Development Department-EDD. Sick leave payments may be coordinated with State Disability benefits. A physician’s verification will be required indicating the beginning date of disability and the date on which the employee is certified to be able to return to work listing any work restrictions. The YMCA may require additional information from the physician, including but not limited to, the duration of the work restrictions, clarification of the work restrictions, and the employee’s ability to perform the essential functions of the position with or without reasonable accommodation.

NOTE: Sick leave does not accrue during leaves of absence. Sick leave has no cash value and unused sick leave will not be cashed out for any reason. Accrued but unused sick leave will not be paid out to employees at the time of termination. If an employee separates from employment and is then rehired within one year, previously accrued/unused paid sick days will be reinstated.

Paid Sick Leave (PSL)-Additional Provisions for Full Time Employees

Exempt and non-exempt full time employees will begin accruing paid sick leave when hired, and can start utilizing paid sick leave after 90 days of employment. Sick leave is accrued at the rate of 6.66 hours per month, or ten days per year. Unused sick leave may be accumulated to a maximum of 480 hours or sixty days. Once the employee has reached this maximum, no additional sick leave benefits will be earned. No sick leave benefits will be provided prior to the date they are earned.

For non-exempt full time employees payment for sick leave will be calculated at the employee’s regular rate of pay, and will be made for qualifying absences falling within the employee’s normal workweek, exclusive of overtime. Exempt full time employees are paid at the employee’s regular rate of pay, and will be made for qualifying absences falling within the employee’s normal workweek.
Exempt and non-exempt employees may take paid sick leave in a minimum amount of one hour increments.

If paid sick leave benefits have been exhausted and an exempt employee is absent from work due to illness, their salary for that pay period will be reduced when the employee is absent for a whole day.

An employee will be paid for PSL no later than the next payday following the end of the pay period in which the sick leave was taken.

PSL accruals/balances will appear on the employee’s paycheck or, if direct deposit, will appear on the ESS (Employee Self Service) online portal system.

**Paid Sick Leave (PSL)-Additional Provisions for Part-Time/Seasonal/Temporary Employees**

Paid Sick Leave accrual will begin on July 1, 2015, or, for employees hired after July 1, 2015, their hire date. Employees will accrue one (1) hour of paid sick leave for every 30 hours worked. Although accrual at the rate of one hour for every 30 hours worked may result in more than eight days of accrual in a 12-month period, the employee is limited to take no more than 24 hours of paid sick leave in any one year of employment. Accrued PSL shall carry over to the following year of employment and is capped at 48 hours.

PSL accruals/balances will appear on the employee’s paycheck or, if direct deposit, will appear on the ESS (Employee Self Service) online portal system.

An employee will be paid for PSL no later than the next payday following the end of the pay period in which the sick leave was taken.

Employees who are paid by the hour will be paid sick leave at their hourly rate. For employees who are paid multiple hourly rates, the PSL rate will be determined by dividing the employee’s total regular time wages, excluding overtime premium pay, by the total hours worked in the full pay periods of the prior 90 days. Therefore, the PSL rate will differ as employees take PSL at different times.

An employee may take a minimum increment of one hour for each use of PSL. Employees may determine how much paid sick leave they need to use, subject to this minimum.

After paid sick leave benefits have been exhausted, non-exempt employees will not be paid for an absence.

**NOTE: THIS EMPLOYEE HANDBOOK AMENDMENT IS EFFECTIVE 7/1/2015. THIS AMENDMENT SUPERCEDES ALL PREVIOUS VERSIONS OF THIS SECTION IN THE EMPLOYEE HANDBOOK**