

Muir Beach Community Services District

PAID SICK-LEAVE POLICY

Entitlement:

- An employee who works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate, that will accrue on a regular basis so that the employee has no less than 24 hours of accrued paid sick leave by the 120th calendar day of employment for each calendar year, or in each 12-month period. Accrual shall begin on the first day of employment.
- Accrued paid sick leave shall carry over to the following year of employment and is capped at 48 hours or 6 days. However, there is no accrual or carryover if the full amount of leave is received at the beginning of each year in accordance with this policy.
- Any employee who is exempt from overtime requirements as an administrative, executive, or professional employee is deemed to work 40 hours per workweek, unless the employee's normal workweek is less than 40 hours, in which case the employee shall accrue paid sick days based upon that normal workweek.

Usage:

- An employee may use accrued paid sick days beginning on the 90th day of employment.
- The employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- The employer will not provide compensation to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment.
- If an employee separates from employment and is rehired back within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated.
- The employer may lend paid sick days to an employee in advance of accrual, at the employer's discretion and with proper documentation.
- Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against the employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner.