

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

<b>POLICY TITLE:</b>	<b>Sick Leave</b>	<b>Issue Date:</b>	<b>6/18/2015</b>
<b>POLICY NUMBER:</b>	<b>2040</b>	<b>Revised:</b>	<b>10/16/2020</b>

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- 2040.1** In accordance with the Healthy Workplaces/Healthy Families Act of 2014, the Authority recognizes that employees will need days off from work from time to time to address their medical needs. This policy establishes the policies and procedures the Authority shall adhere to with regards to paid sick leave in accordance with California Labor Code section 245 *et seq.*
- 2040.2** This policy shall apply to full time, temporary, part-time, and seasonal employees (exempt and non-exempt) who work for the Authority for 30 or more days within 12 months from the beginning of employment.
- 2040.3** Paid sick leave accrues at the rate of one hour per every 30 hours worked. Accrual shall begin on the first day of employment. Paid sick leave shall carry over to the following year of employment. An employee that has a break in service and returns to work for the Authority within one year from their last day worked will have access to their available sick leave balance for that fiscal year immediately upon re-employment with the Authority, provided their returning start date is within 12 months of their previous departure date. Paid sick leave made available under this policy has no cash value, and the Authority does not pay employees for available sick leave at separation.
- 2040.4** An Employee may use available paid sick days beginning on the 90th day of employment. However, at its sole discretion, the Authority may allow the use of paid sick leave to an employee in advance of the 90th day of employment.
- 2040.5** The Authority shall allow the use of 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 preventative care, or for other specified purposes if the employee is a victim of domestic violence, sexual assault, or stalking. These purposes are described in Labor Code section 230(c) and Labor Code section 230.1(a). Preventive care includes annual physicals and flu shots.
- 2040.6** For purpose of this sick leave policy, a "family member" includes:
- A child (biological, adopted, foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);
  - A parent (biological, adoptive, foster parent, stepparent, or legal guardian of the 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);
  - A spouse;
  - A registered domestic partner;
  - A grandparent;

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- A grandchild; or
- A sibling.

- 2040.7** Employees must provide reasonable advance notification, orally or in writing, of the need to use sick leave, if foreseeable. If the need to use sick leave is not foreseeable, the employee must provide notice as soon as practical. Sick leave may not be taken in less than .5-hour increments.
- 2040.8** Returning seasonal employees or for any temporary employees (or any employee that has a break in service and returns to work for the Authority within one year from their last day worked) do not need to wait until the 90th day of employment to use their paid sick leave. Their prior sick leave balance will be reinstated, and they will have immediate access to their available sick leave upon re-employment with the Authority, provided their returning start date is within 12 months of their previous departure date.
- 2040.9** If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification to his or her direct supervisor or the Executive Director. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave to his or her direct supervisor or the Executive Director as soon as practicable.
- 2040.10** The Authority shall provide payment for sick leave taken by an employee no later than the payday for the next regular payroll period after the sick leave was taken.