

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Sick Leave Pay
POLICY NUMBER: 2040

Issue Date: 06/18/2015
Revised:

- 2040.1** This policy shall apply to regular employees in all classifications.
- 2040.2** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to Executive Director.
- 2040.3** Employees shall earn sick leave in accordance with state law (AB 1522) (one hour for every 30 hours worked). Employees may take sick leave in accordance with the following policy.
- a) 3 days or 24 hours with less than 1 year of continuous employment
 - b) 6 days or 48 hours with more than one year, but less than 2 years of continuous employment
 - c) 10 days or 80 hours with more than 2 years of continuous employment
- 2040.4** An employee can take paid leave for themselves or a family member for preventive care or care of an existing health condition or for specified purposes if they 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.
- Sick leave may not be taken in less than 2 hour increments.
- 2040.5** In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.
- 2040.6** Employees may carry over a maximum of 80 hours into the each new fiscal year.