



Pasadena Unified School District

Human Resources

MEMORANDUM

Date: October 31, 2018
To: Hourly Employees
From: Steven R. Miller, Ed.D.
Human Resources
RE: **AB 1522 Part-Time and Temporary Employee Paid Sick Leave**

Overview

In accordance with the Healthy Workplace Healthy Family Act of 2014 (AB 1522), the Pasadena Unified School District will provide paid sick leave to part-time and temporary employees, including substitute teachers. Employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air carriers are not covered by this law.

Eligibility

Based on AB1522, an employee is eligible for paid sick leave once they meet the following requirements:

- An employee becomes eligible for paid sick leave after working 30 or more days within a year from the beginning of employment.
- An employee may use accrued paid sick leave beginning on the 90th day of employment.

Policy

- Pasadena Unified School District has elected to credit employees the “full amount of leave” each fiscal year. Pasadena Unified School District *will front load* 3 days at the beginning of each *fiscal year* to all part-time and temporary employees.
- Pasadena Unified School District does *not* have an accrual or carryover policy for paid sick leave.
- An employer is not required to pay out accrued, unused paid sick days at the time of termination, resignation or retirement.
- If an employee is rehired within one year, previously accrued and unused paid sick days shall be reinstated. If an employee is rehired after more than one year, accrued sick leave will not be restored.
- An employee can take paid leave for employee’s own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.
- An employee may request paid sick days in writing or verbally. An employee cannot be required to find a replacement as a condition for using paid sick days.
- The employee must notify the employer in advance if the sick leave is planned, as may be the case with scheduled doctors' visits. If the need is unforeseeable, the employee need only give notice as soon as practical, as may occur in the case of unanticipated illness or a medical emergency.

Procedure for Requesting Use of Paid Sick Leave

Certificated Employees

- Substitute teachers must first be offered a job/assignment via SmartFind Express in order to use AB1522 Sick Leave.
- The substitute must cancel the job via the SmartFind Express as soon as the absence is known and notify a Credential Services Specialist via email, subteacherdesk@pusd.us, of the request to utilize paid sick leave.
- Complete the Part-Time and Temporary Employee Sick Leave form and obtain an approval signature from a Credential Services Specialist in Human Resources. A job number will be required.
- A Credential Services Specialist *must* document your use of paid sick time on your timesheet.
- **Both** your timesheet and the Part-Time and Temporary Employee Sick Leave form must be submitted to the payroll department *prior* to the end of the *current* pay period. Failure to submit a completed Part-Time and Temporary Employee Sick Leave form and timesheet may result in nonpayment or a delay in compensation. Human Resources will not submit timesheet or Part-Time and Temporary Employee Sick Leave form on your behalf.

Classified Employees

- Notify school site supervisor of your request to utilize paid sick leave.
- Complete the Part-Time and Sick Leave and Temporary Employee form and obtain an approval signature from your supervisor or time keeper.
- Your supervisor or time keeper *must* document your use of paid sick time on your timesheet.
- **Both** your timesheet and the Part-Time and Temporary Employee Sick Leave form must be submitted to the payroll department *prior* to the end of the current pay period. Failure to submit a completed Part-Time and Temporary Employee Sick Leave form and timesheet may result in nonpayment or a delay in compensation.

ALL Employees

- Paid sick leave will be paid at an employee's current rate of pay.
- Paid sick leave balances will be printed on employee's pay stub.
- A minimum of two hours must be requested and the number of hours requested cannot exceed normal work hours.

For further information, review the following:

[AB-1522 Employment: Paid Sick Days](#)

[Labor Commissioner's Office: Healthy Workplace Healthy Family Act of 2014 \(AB 1522\)](#)

cc: Business Services
Work Locations



Pasadena Unified School District

Human Resources

AB 1522 Part-Time and Temporary Employees Paid Sick Leave

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Employee Name:			
Mailing Address:			
Social Security <i>or</i> Employee Identification Number:			
Job Title:			
Work Location:		<input type="checkbox"/> Certificated	<input type="checkbox"/> Classified
A minimum of two hours must be requested and number of hours requested cannot exceed normal work hours.			
Date (s) of Paid Sick Leave:			
Number of Hours Requested:		SmartFind Express Job Number:	
<p>I certify the above information is accurate. Furthermore, I certify my absence during the hours indicated are in accordance with the Healthy Workplace Healthy Families Act of 2014. I declare under the penalty of perjury that the forgoing is true and correct.</p> <p>Employee Signature: _____ Date: _____</p>			

DISTRICT PERSONNEL OR ADMINISTRATOR USE ONLY	
Leave Balance:	_____ Paid Sick Leave Hours <i>Used</i> to Date _____ Paid Sick Leave Hours <i>Available</i> to Date
Credential Services Specialist <i>OR</i> Supervisor <i>OR</i> Time Keeper Signature:	Date:
Payroll Signature:	Date: