



ORANGE UNIFIED SCHOOL DISTRICT

HEALTHY WORKPLACES, HEALTHY FAMILIES ACT OF 2014

PAID SICK LEAVE

Entitlement:

Each employee who works in California for the same employer for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues upon employment at a rate of one hour for every 30 hours worked, and is paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Substitutes and/or short-term employees who receive a retirement allowance through CalPERS are not eligible for paid sick leave under the Healthy Workplaces, Healthy Families of 2014.

Usage:

An employee may use accrued paid sick days beginning on the 90th day of employment. Employees can determine how many hours of paid sick leave they have accrued by logging onto <https://employee.ocde.us>. The District will provide paid sick leave upon the oral or written request of an employee for the following reasons:

- Diagnosis, care or treatment of an existing health condition or preventive care for self or family member,¹ or
- Employee is a victim of domestic violence, sexual assault, or stalking.

The District limits the use of paid sick leave to 24 hours or three days in each year of employment.

- For substitute employees, paid sick leave can be utilized only on days on which the District has offered the substitute a job assignment, and the substitute declines the assignment for one of the above-stated reasons.
- For short-term employees (i.e. noon supervisor, temporary athletic coach, etc.), paid sick leave can be utilized only on scheduled workdays and for one of the above-stated reasons.

The substitute and/or short-term employees are to submit a **REQUEST FOR PAID SICK LEAVE FORM** to utilize accrued paid sick leave. If the need for paid sick leave is foreseeable, the substitute and/or short-term employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the substitute and/or short-term employee shall provide notice of the need for the leave as soon as practicable. The attached form can be used to provide notice in advance, or following an oral request in order to process payment. Oral requests for paid sick leave should be directed to the appropriate supervisor/staff member (as listed below), and the employee can complete the form afterward.

Teacher Subs and Clerical Subs - (714) 628-5539 Kim Kelley Custodial Subs- (714) 997-6378 Robert Torres
Nutrition Services Subs- (714) 997-6147 Patricia Reeves Pre-School Subs- (714) 628-4436 Cheryl Sosa
Child Care Subs- (714) 628-5409 Josefina Guzman Transportation Subs - (714) 997- 6357 Dispatch
Security Subs- (714) 997-6396 Fred Forbeck

Note- Subs for Noon Supervisor, Temporary Athletics Coach, and AVID Tutors should contact the site directly

An employee may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave, and has the right to file a complaint against an employer who retaliates.

¹ "Family member" is defined as (1) a child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an 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; (3) a spouse; (4) a registered domestic partner; (5) a grandparent; (6) a grandchild; or (7) a sibling. (Labor Code section 245.5 (c))

