



CITY OF RED BLUFF

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SICK LEAVE POLICY FOR PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES EFFECTIVE JULY 1, 2015

I _____, DO HEREBY ACKNOWLEDGE THAT I HAVE
RECEIVED A COPY OF THE ADOPTED RESOLUTION NO. 12-2015 - SICK LEAVE POLICY FOR PART-TIME,
TEMPORARY, AND SEASONAL EMPLOYEES.

Employee Signature

Date

Human Resources

Date

AGENDA REPORT



Meeting Date: May 5, 2015

Agenda Item # E-5

City Manager Approval: 

TO: Honorable Mayor and Members of the City Council

FROM: Rick Crabtree
City Manager/Attorney

SUBJECT: Proposed Resolution No. 12-2015 - Sick Leave Policy for Part-time, Temporary, and Seasonal Employees

RECOMMENDED COUNCIL ACTION:

Adopt proposed Resolution No. 12-2015 - Sick Leave Policy for Part-time, Temporary, and Seasonal Employees.

SUMMARY:

Effective July 1, 2015, the Healthy Workplaces, Healthy Family Act of 2014 ("Act", AB1522) requires the City of Red Bluff to provide sick leave for part-time, temporary, and seasonal employees.

DISCUSSION:

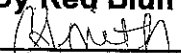
An employee who, on or after July 1, 2015, works for 30 or more days within a year, is entitled to paid sick leave. Employees, including part-time, temporary, and seasonal employees, must earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

Exceptions: Employees covered by collective bargaining agreements.

ATTACHMENTS:

Proposed Resolution No. 12-2015 - Sick Leave Policy for Part-time, Temporary, and Seasonal Employees

The City of Red Bluff is an equal opportunity provider

Adopted / Approved 4-1-0	
By Red Bluff City Council	
	5-5-15
Initial	Date
Deputy City Clerk City of Red Bluff	

RESOLUTION NO. 12-2015

A RESOLUTION ESTABLISHING EMPLOYER PAID SICK LEAVE POLICY FOR PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES

WHEREAS, the City Council of the City of Red Bluff has the authority to implement the requirements of the Healthy Workplaces, Healthy Families Act of 2014 ("Act", AB 1522) effective July 1, 2015; and

WHEREAS, the Act provides that City employees who work 30 or more days a year are entitled to paid sick leave to be accrued at a rate of no less than one hour for every 30 hours worked;

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby adopts the provisions below as the City of Red Bluff's Sick Leave Policy for Part-Time, Temporary, and Seasonal Employees.

SICK LEAVE POLICY FOR PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES

Effective July 1, 2015, the Healthy Workplaces, Healthy Families Act of 2014 requires the City of Red Bluff to provide paid sick leave to employees under the following conditions:

- An employee begins to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment. An employee is not eligible to begin using any accrued paid sick leave until after 90 days of employment with the Agency.
- An employee is only allowed to use up to a maximum of 3 days or 24 hours, whichever is greater, of paid sick leave in a 12-month period.
- An employee can only accrue paid sick leave up to a cap of 6 days or 48 hours, whichever is greater, ongoing. Sick leave does not accrue once the cap is reached, but accrual begins again when accrued sick leave drops below the cap. Any unused accrued paid sick leave carries over year to year while continuously employed.
- An employee may use the first 3 days or 24 hours of accrued paid sick leave in a 12-month period for one of the following reasons:
 - *For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.*
 - *For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:*

- *Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)*
- *Spouse or Registered Domestic Partner*
- *Parent (including 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.)*
- *Grandparent*
- *Grandchild.*
- *Sibling.*
- To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:
 - *A temporary restraining order or restraining order.*
 - *Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.*
 - *To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.*
 - *To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.*
 - *To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.*
 - *To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.*
- An employee shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.

- An employee who uses paid sick leave must do so with a minimum increment of two hours of sick leave.
- Paid sick leave will not be considered hours worked for purposes of overtime calculation.
- An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the Agency.
- If an employee separates from Agency employment and is re-hired by the Agency within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated. However, if a rehired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the Agency before any paid sick leave can be used.

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Red Bluff held on May 5, 2015, by the following vote:

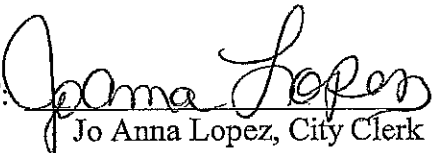
AYES: Council members: Parker, Jones, Jackson and Patel

NOES: Council members: Schmid

ABSENT OR NOT VOTING: NONE



Clay Parker, Mayor

ATTEST: 
Jo Anna Lopez, City Clerk