

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Paid Sick Leave – Part-time & Seasonal		Number: 22-36
		Effective Date: 12/23/2023
Departments Affected: All		Supersedes (Number/Date): AP&P 22-36 / 10/17/2023
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 12/19/2023	

Overview: California’s Paid Sick Leave law requires the City of Red Bluff to provide paid sick leave to part-time & seasonal employees.

Applicable to: All part-time and seasonal employees.

Guidelines: 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 only allowed to use up to a maximum of 5 days or 40 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 10 days or 80 hours, whichever is greater, ongoing. Any unused accrued paid sick leave carries over year to year while continuously employed.

In accordance with California’s Paid Sick Leave law, an employee may use the first 5 days or 40 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 place of a parent).
 - Spouse or Registered Domestic Partner
 - Parent (including 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 place of a parent when the employee was a minor child.)

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- Grandparent
- Grandchild.
- Sibling.
- Designated Person (For purposes of paid sick leave, a “designated person” means “a person identified by the employee at the time the employee requests paid sick leave.” This definition does not require the person be related by blood, or even a family-equivalent relationship. The City of Red Bluff limits an employee to one designated person per calendar year for paid sick days).

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 one (1) hour 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 City.
- If an employee separates from City employment and is re-hired by the City within one (1) 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 City before any paid sick leave can be used.