

Healthy Workplaces, Healthy Families Act of 2014 (AB 1522)

Student Workers, Professional Experts, Substitute, and Temporary Employees who work 30 or more days in a year are entitled to paid sick leave under the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). Labor Code section 245, et seq., requires employers to grant one hour of paid sick leave for every 30 hours worked. The District will limit accrual to 48 hours or six days in a year. Unused days are carried over at only 24 hours or three days per fiscal year.

The employee begins earning the leave from the first day of employment, but may not use the leave until the 90th day. Employees are not entitled to payment for unused leave when employment ends, but if an employee is re-employed within one year, unused leave must be reinstated.

The leave may be used for the diagnosis, care, or treatment of an existing health condition, or preventive care for the employee, or an employee's family member. The following family members are covered by Healthy Workplaces, Healthy Families Act of 2014 (AB 1522): child (regardless of age and dependency status), parent, spouse, registered domestic partner, grandparent, grandchild, and sibling.

How do employees request available sick leave?

All leaves shall be requested or reported using the [Absence Request form](#). For legibility, DO NOT USE PENCIL TO SIGN THE FORM.

Unexpected absences due to illness must be reported to your supervisor. On the first day back to work, an Absence Request form must be submitted to your supervisor for approval. The form will need to include the date(s) of sick leave, hours used, and the employee's weekly schedule. Employees may not apply sick leave for days they are not typically scheduled to work. Once the form has been completed, it must be attached to the timesheet and submitted to the Payroll department for processing. Student Worker timesheets and absence forms must be submitted to Financial Aid prior to being forwarded to the Payroll department.

Note: STUDENT WORKERS, PROFESSIONAL EXPERTS, SUBSTITUTE, AND TEMPORARY EMPLOYEES MUST INDICATE THE HOURS USED FOR SICK LEAVE ON THEIR TIME SHEET. (Example: Under appropriate date(s) on time sheet, list "4s" if 4 hours of sick leave were used).

To verify the amount of accrued or available sick leave, please contact the [Payroll](#) department.

For more information regarding the Healthy Workplace Healthy Family Act of 2014, please visit the Department of Industrial Relations website <https://www.dir.ca.gov/dlse/ab1522.html>.