



Administrative Policy

Title: Paid Sick Leave Policy				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.207	06-25-15 (N/A)	01-03-17		



This Policy had been numbered Policy 200.07. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.07
 Issued: 06-25-15
 Revised: N/A



Administrative Policy

Policy: Paid Sick Leave Policy					
Administered By: Administrative Services Department					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
200	.07	6/25/2015			

I - TITLE AND PURPOSE

This policy shall be known as the City of Corona Paid Sick Leave Policy. The purpose of this policy is to comply with the Healthy Workplaces, Healthy Families Act of 2014 (California Labor Code §§ 245 *et seq.*).

II – EMPLOYEE ELIGIBILITY AND LEAVE ENTITLEMENT

Employee Eligibility

Part-time, seasonal, temporary, and ACA eligible employees, as defined in City Administrative Policy 200.01 (Personnel Classification and Affordable Care Act Policy) who, on or after July 1, 2015, work 30 or more days within a twelve (12) month period from the commencement of employment (“Eligible Employees”) are entitled to paid sick leave as specified in this Policy.

Employees covered by a memorandum of understanding or a compensation and benefit resolution are exempt from this Policy.

Paid Sick Leave Entitlement

Eligible Employees shall accrue twenty-four (24) hours of paid sick leave at the commencement of the employee’s employment and on the beginning of each fiscal year

provided that the employee continues to be an Eligible Employee. An Eligible Employee may use accrued paid sick leave beginning on the 90th day of employment. Unused paid sick leave shall not carry over to the following fiscal year.

Use of Paid Sick Leave

Eligible Employees may use accrued paid sick leave for the following purposes:

1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or the employee's family member.
 - a. Family member means any of the following:
 - i. A child, which for purposes of this Policy 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.
 - ii. 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.
 - iii. A spouse.
 - iv. A registered domestic partner.
 - v. A grandparent.
 - vi. A grandchild.
 - vii. A sibling.
2. For an Eligible Employee who is a victim of domestic violence, sexual assault, or stalking for the specified purposes listed below.
 - a. Taking time off from work to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.
 - b. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
 - c. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
 - d. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
 - e. 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.

III - PROCEDURE

Eligible Employees shall provide reasonable advance notice to their Department Director of the employee's need to use accrued paid sick leave if the need is

foreseeable. If the need for paid sick leave is unforeseeable, Eligible Employees shall provide notice to their Department Director of the need to use accrued paid sick leave as soon as practicable.

IV – UNUSED LEAVE

At the end of each fiscal year, and upon termination, resignation, retirement, or other separation from City employment, Eligible Employees will not receive compensation for unused paid sick leave; provided that if an Eligible Employee is rehired within one (1) year of the date of separation, previously accrued and unused paid sick leave shall be reinstated.