

## Earning and Using Sick Leave for California employees

### Valid Leave Reasons

An employee may take leave under California Law:

Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or employee's family member, defined as child (regardless of age or dependency, and including biological, adopted, foster, stepchild, legal ward, or in loco parentis), parent or parent of a spouse or domestic partner, spouse, registered domestic partner, grandparent, grandchild, or sibling, and, effective Jan. 1, 2023, any person designated by the employee.

Specified purposes if the employee is a victim of domestic violence, sexual assault, or stalking.

Effective Jan. 1, 2024, employees may choose to use their accrued paid sick leave for a reproductive loss event (as defined) that is otherwise unpaid (S.B. 848).

### Accruing Sick Leave Time

An employee earns one (1) hour of sick leave for every thirty (30) hours worked commencing upon his/her hire date to a maximum of 80 hours in his/her first calendar year of employment as well as subsequent calendar years.

### Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may "carry forward" any accrued but unused leave, to a maximum of eighty (80) unused hours into the following calendar year.

### Using Sick Leave Time

Paid sick leave may be used following the first ninety (90) days of employment. Employees are required to inform the Company that they wish to be paid leave time pursuant to the valid leave section of Company policy. Employees may use a maximum of forty (40) hours in any calendar year. The Company's payroll department will pay such time in the employee's payroll at their regular rate of pay.

### No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.

