

**HEALTHY FAMILIES**

<b>BP No. 7135</b>
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Board Adopted: 6/10/15

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- I. Effective July 1, 2015, any non-represented employee, such as part time hourly as needed and temporary employees (short term and substitutes), who works for Rio Hondo Community College for at least 30 days within a year will be entitled to up to six (6) days of sick leave per year. This policy will be provided to all non-exempt employees who qualify under the California Healthy Families Act of 2014 (AB 1522).
  
- II. Who Is Not Covered
  - a. An employee covered by a valid collective bargaining agreement;
  - b. Administrators or confidential employees.
  
- III. Accrual Rate and Payment

Employees will accrue paid sick leave at the rate of one (1) hour for every 30 hours worked commencing employment paid at the employee's regular rate of pay. Employee's total accrual of paid sick leave will not exceed 48 hours (6 days) a year. Unused accrued sick leave may be carried over to the following year but will not be paid out upon separation of employment. The District will provide payment for sick leave taken by an employee no later than the payday for the next regular payroll period after the sick leave was taken.

If an employee is rehired by the District within 12 months of the separation, the previously accrued and unused sick leave will be reinstated. The employee will be eligible for accrual of additional sick leave upon rehire and may begin to use the previous earned sick leave after working at least 90 work days.

- IV. Notice

If the need for paid sick leave is foreseeable, an employee shall provide his/her immediate supervisor with reasonable advance notice of the intent to use sick leave. If the need for paid sick leave is unforeseeable, the employee is to provide notice of the need for the leave as soon as practicable.

- V. Reasons for Sick Leave

Paid sick leave is to be provided upon request (oral or written) from the employee for the following purposes:

- a) Diagnosis, care or treatment of an existing health condition, or
- b) Preventive care for an employee's family member (using the current CFRA definitions of child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.)

For an employee who is a victim of domestic violence, sexual assault, or stalking, the District will allow the use of paid sick leave for:

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- 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 to take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

VI. Source/References:

Healthy Workplaces, Healthy Families Act of 2014 (AB 1522); Labor Code §2810.5