

Supervisor's Sick Leave Highlights
for
University Enterprises Part-Time Employees

**University Enterprises provides paid sick time in accordance with
California's Healthy Workplaces, Healthy Families Act of 2014**

Eligibility:

- Employees who work 30 or more days from commencement of employment
- Employees entitled to use sick leave beginning on 90th day of employment

Accrual:

- 1 hour of sick leave per 30 hours worked
- Maximum use: 24 hours each year of employment
- Maximum cap and carryover to new year: 48 hours
- Accrual is reflected on employee's check stub and in timekeeping system after 30 days of employment
- Accrued hours are not paid out upon termination
- If an employee separates and is rehired within 1 year, previously accrued and unused paid sick days are reinstated

Paid Sick Leave Can be Used for the following purposes:

- Diagnosis, care, treatment of existing health condition or preventative care of employee or family member
- Employees who are victims of domestic violence, sexual assault or stalking to seek aid, treatment or related assistance

Family Member Includes:

- Child, regardless of age or dependency status
- Spouse or registered domestic partner
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee
- Grandparent
- Grandchild
- Sibling

Important Information:

- Employees must be allowed to take a sick day when a verbal or written request for the time off is communicated to the supervisor
- If foreseeable, "reasonable advance notification" is required per UEI and department policy
- If unforeseeable, notification must be provided "as soon as practicable"
- Employees must use sick leave in not less than 15-minute increments, not to exceed the employee's total scheduled hours for the workday
- Employees may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave
- UEI's payroll department tracks the amount of sick leave used annually--sick leave hours are adjusted on time sheet by payroll if employees request more than what is accrued and available, or more than 24 hours of sick leave in a calendar year
- For questions regarding sick leave use and UEI's sick leave policy, contact UEI Human Resources at 916-278-7003
- For questions regarding how to enter sick leave in timekeeping system, contact UEI Payroll Services at 916-278-7427