

City Manager's Office
Administrative Order No.: 064
Issued: 5/2015
Revised: 7/2015



Approved Joe Sbranti
City Manager

Subject: Paid Sick Leave for Seasonal, Temporary Employees

1. Purpose

In accordance with Assembly Bill 1522, enacting the Healthy Workplace, Healthy Families Act 2014, California Paid Sick Leave, Labor Code 245-249

2. Entitlement

- A seasonal, part-time employee who, on or after July 1, 2015, works at the City of Pittsburg/Pittsburg Arts and Community Foundation (PACF) for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days. If an employee is rehired within one year, previously accrued and unused paid sick days (or hours) shall be reinstated but employee is must satisfy the 90 day waiting period.
- The City shall not pay out accrued, unused paid sick days (or hours) at the time of separation.
- Public agency retired annuitants are excluded from sick paid leave.

3. Usage

- An employee may use accrued paid sick days beginning on the 90th day of employment.
- The City of Pittsburg/PACF shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. Employee should provide reasonable advance notification. If leave is unforeseeable, the employee should provide notice as soon as possible.
- Employee determines number of hours needed. Minimum increment is 2 hours.
- The City of Pittsburg/PACF shall limit the use of paid sick days to 24 hours or three days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee may file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.