



# County of San Diego

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**LETTER OF UNDERSTANDING  
BETWEEN THE  
COUNTY OF SAN DIEGO  
AND THE  
DEPUTY SHERIFFS' ASSOCIATION OF SAN DIEGO COUNTY  
(DS AND SM UNITS)**

**PAID SICK LEAVES – USE OF SICK LEAVE**

- I. This attests to and records the agreement of the parties to amend the Memorandum of Agreement (MOA) regarding Paid Leaves.

**ARTICLE 6. PAID LEAVES**

**Section 4. Sick Leave**

Sick leave is paid leave earned and granted to an eligible employee for absences from work caused by personal illness or injury, for emergency or routine medical or dental appointments, and for reasonable travel time to and from health care facilities. An employee who is incapacitated for work because of pregnancy may be granted sick leave upon presentation of satisfactory evidence from a physician verifying the incapacity.

An employee may also be granted up to a maximum of sixty (60) hours of paid sick leave in a twelve (12) month period for the purpose of caring for a member of his/her immediate family (as defined in paragraph C below) who is ill or injured. In addition, if the employee requests paid sick leave in excess of sixty (60) hours in order to care, or arrange care, for a member of his/her immediate family who is critically or terminally ill, additional sick leave is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.

**A. Eligibility**

Employees eligible to earn sick leave credits are those employees who are paid at a biweekly rate, and who have regularly scheduled paid service of no less than one-half of the standard eighty-five (85) hour work period.

B. Earnings

Eligible employees shall earn sick leave credit at the rate of five percent (5%) of the employee's regularly scheduled hours per standard work period. The hour/day approximate equivalent sick leave accrual for full-time employees over one year (26 pay periods) is one hundred ten and-one-half (110½) hours, or thirteen (13) days. Sick leave is credited in units of one-tenth (1/10th) of one hour, up to a maximum of four-and-one-quarter (4.25) hours at the beginning of the standard work period following the one in which it was earned.

C. Definition of Immediate Family

Immediate family includes husband, wife, domestic partner, child, stepchild, grandchild, brother, stepbrother, sister, stepsister, parent, guardian, stepparent, foster parent or grandparent, or any person serving as a parent, or who has served as a parent, or any other person living in the same household as the employee.

D. Use of Sick Leave

Sick leave is available the first day of the standard work period following the standard work period in which it was earned. Use of sick leave is subject to the approval of the appointing authority. Upon request of an employee, the appointing authority may allow the substitution of five (5) or more days of sick leave for paid vacation, ~~provided the employee furnishes a doctor's statement or other satisfactory evidence that the employee was ill or injured for five (5) or more consecutive days~~ if the employee was ill or injured.

E. Request for Sick Leave

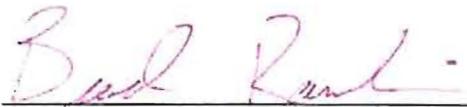
Each request for sick leave shall set forth the reasons for the request and such further information as may be required. For employees who have used fifty-six (56) or more hours of sick leave in a calendar year, —Each subsequent request for more than five (5) work days ~~of sick leave~~ shall be accompanied by a doctor's verification or other evidence satisfactory to the appointing authority which demonstrates the employee's incapacity to return to work or necessity to be absent. A request because of the death of a member of the employee's immediate family will not require such verification.

Upon request of the appointing authority, an employee shall be required to provide the above-described verification of the proper use of sick leave prior to the expiration of five (5) work days, if the appointing authority has cause to require such earlier verification and has so informed the employee prior to or during the employee's absence.

III. Upon agreement by the Deputy Sheriffs' Association, this provision shall be effective upon the Board of Supervisors' approval and adoption of a Compensation Ordinance revision.

**FOR THE COUNTY OF SAN DIEGO**

**FOR THE DEPUTY SHERIFFS'  
ASSOCIATION OF SAN DIEGO COUNTY  
(DS AND SM UNITS)**



BRAD RANKIN  
Deputy Director, HR

Date: 12/7/15



GARY MOORE  
President

Date: 12/15/15