

SECTION 4.2.9: SICK LEAVE – TEMPORARY EMPLOYEES.

- (a) An eligible employee working in an eligible temporary classification is entitled to earn and use sick leave as specified in this Section.
- (b) Eligibility to Earn: Employees are eligible to earn sick leave under this section if they work in one of the following temporary classifications for 30 days or more within a twelve month period.

Eligible Classes:

Class No. Title

000735	Park Attendant (Seasonal)
000777	Election Worker
000790	Election Worker Specialist
000904	Student Worker – High School
000905	Student Worker – Undergraduate
000906	Student Worker – Graduate/Technical
000896	Temporary Expert Professional Employee
000918	Temporary Expert Professional Employee – Psychiatrist Special Assignment
000919	Temporary Expert Professional Employee, M.D., D.O., D.V.M.
002910	Graduate Law Clerk

(Amended 07/08/16, Ord. No. 10432)

(Amended 10/27/17, Ord. No. 10495)

(Amended 04/27/18, Ord. No. 10525)

- (c) Earnings: Eligible employees shall earn sick leave credit at the rate of one hour of sick leave for each 30 hours of paid time in the eligible temporary classification, beginning at the commencement of employment or October 2, 2015, whichever is later. Sick leave is credited in units of one-tenth (1/10) of one hour.
- (d) Earnings Limits: Eligible employees may earn a maximum of 24 hours of sick leave per year of County employment. If unused, an eligible employee's earned sick leave shall carry over to the following year of County employment, as long as the employee's earned sick leave balance does not exceed 48 hours. An eligible employee's use of earned paid sick days shall be limited to 24 hours in each year of County employment.
- (e) Eligibility to Use Sick Leave:
 - (1) An eligible employee shall be entitled to use earned sick leave beginning on the 90th day of work in an eligible class, after which day the eligible employee may use sick leave as it is earned. The 90 day period is measured by 90 actual days

worked. Any amount of time spent working on a day counts as one day toward the 90-day employment period.

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- (2) An eligible employee may use sick leave as an excused, paid absence for all or part of a previously scheduled work day. An eligible employee may not use sick leave for days on which they are not scheduled to work.
- (f) Cancellation of Sick Leave Credits. An eligible employee's sick leave credits shall be canceled upon separation or movement to a classification not eligible to earn or use sick leave under this Section.
 - (g) Request for Sick Leave.
 - (1) If the need for paid sick leave is foreseeable, the eligible employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the eligible employee shall provide notice of the need for the leave as soon as practicable.
 - (2) The County may require eligible employees to provide documentation substantiating the facts justifying the use of sick leave hereunder, to the extent permitted by California law. This requirement does not limit or affect any laws guaranteeing the privacy of health information or information related to domestic violence, sexual assault, or stalking, regarding an eligible employee or an eligible employee's family member. That information will be treated as confidential and not disclosed to any person except to the affected eligible employee, or as required by law.

(Added 10/02/15, Ord. No. 10391)

SECTION 4.2.9: PERSONAL LEAVE DAY.

(Added 09/23/88, Ord. No. 7526)
(Repealed 07/27/90, Ord. No. 7777)
(Added 02/08/91, Ord. No. 7851)
(Repealed 01/18/08, Ord. No. 9912)

