



PAID SICK LEAVE REQUIREMENTS

Effective July 1, 2015, the ***Healthy Workplaces, Healthy Families Act of 2014*** has imposed new paid sick leave requirements on California employers.

Almost all employers, regardless of size, are covered by the new law. The new law does not contain an exception for small employers or employers with fewer than a particular number of employees.

Employers Must Guarantee at Least Three Paid Sick Days Per Year

Once an employee works 30 days, an employer is required to provide an employee with at least one hour of sick leave for every 30 hours worked. An employee may use accrued paid sick days beginning on the 90th day of employment. In general, an employer must allow accrued paid sick leave to roll over to the next year. However, an employer may limit the use of paid sick leave in a year to 24 hours, or three days, in each year of employment.

No accrual or carry-over is required if an employer provides the full amount of sick leave at the beginning of each year, allowing the employee to take sick leave before he or she would have otherwise accrued it. Employees are able to use paid sick time for preventive care for themselves or a family member.

Some Existing Policies May Need to Be Modified to Meet the Law's Provisions

An employer is not required to increase the number of paid leave days provided for in existing policies if the paid leave policy (or paid time off policy) provides the same benefits as the new law (*i.e.*, it provides at least 24 hours or three days of paid sick leave, or equivalent paid leave or paid time off, for employee use for each year of employment or calendar year or 12-month basis). Yet even these general PTO policies need to be examined to make sure that employees are advised that they need to use PTO time for sick leave.

Notice, Posters and Records Requirements

Employers must provide written notice to new employees specifying how paid sick leave accrues and their right to use paid sick leave. Employers will need to place posters in the workplace which include information about the new sick leave rights.

Things Employers Must Do To Comply

- Display poster on paid sick leave where employees can read it easily.
- Provide written notice to employees with sick leave rights at the time of hire. For employees hired prior to January 1, 2015, the notice must be given no later than July 8, 2015.
- Show how many hours of paid sick leave workers have earned on their pay stubs.
- Employers must keep records for at least three years pertaining to paid sick leave, such as worked hours, accrual, and utilization of paid sick leave.

Please visit <http://www.dir.ca.gov/dlse/resource.html> for a webinar with more information regarding the new paid sick leave requirements.