Sample California Paid Sick Leave Policy

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

An employee must work at least 30 days and satisfy a 90 day employment period before taking any sick leave. An employee may use accrued paid sick days beginning on the 90th day of employment. An employee may request paid sick days in writing or verbally. If the need for sick leave is foreseeable, the employee must give advance notice.

An employee can take paid leave for themselves or a family member for preventive care or care of an existing health condition or for specified purposes if they are a victim of domestic violence, sexual assault or stalking. Family members include an employee’s parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling.

California Sick Leave Employer Requirements

In order to comply with this law, an employer must ensure they do the following:

* Display the Healthy Workplace Health Family Act Poster (sample attached) where employees have access to read it easily.
* Provide written notice (sample attached) to employees with sick leave rights at the time of hire.
* Allow eligible employees to use accrued paid sick leave upon reasonable request.
* Show how many days of sick leave an employee has available. This must be on a pay stub or a document issued the same day as a paycheck.
* Keep records showing how many hours have been earned and used for three years.
* An employer cannot require an employee to find a replacement as a condition for using paid sick days.
* Retaliation or discrimination against an employee who requests or uses paid sick days is prohibited.