



## POLICY STATEMENT

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SUBJECT: **Paid Sick Leave** DEPARTMENT: 8560-80-15

EFFECTIVE DATE: July 1, 2015 SUPERCEDES: New

REVIEW DATE(S): \_\_\_\_\_

REFERENCE: Healthy Workplaces/Healthy Families Act of 2014 (AB 1522)

CONCURRENCES:

Department Manager(s) \_\_\_\_\_ Date: \_\_\_\_\_

Medical Committee/Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVAL SIGNATURES:

Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Executive Cmte: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Directors: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTED TO: \_\_\_\_\_ Date: \_\_\_\_\_

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**PURPOSE:**

To comply with State of California Healthy Workplaces/Healthy Families Act of 2014.

**POLICY:**

Any employee who works thirty (30) or more days within a year from the beginning of their employment are entitled to paid sick leave. Employee will earn or accrue one (1) hour of paid sick leave for every thirty (30) hours they work. Colusa Regional Medical Center ("CRMC") limits the amount of paid sick leave an employee can use in one year to 24 hours or three (3) days. Accrued paid sick leave may be carried over to the next year, but will be capped at 48 hours or six (6) days. Employees may begin to use their paid sick leave after ninety (90) days of employment. Personal leave may only be taken up to your normally scheduled days of work.

Paid sick leave can be used for preventive care for an employee or a family member, as well as for the diagnosis, care, or treatment of their or their family member's existing health condition. The definition of "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild or sibling. Paid sick days can also be used by an employee who is a victim of domestic violence, sexual assault, or stalking, according to the California Labor Code.

This is non-vested benefit and will not be paid out at the end of employment. However, if an employee is rehired within one year, any unused prior balance will be reinstated to said employee.

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This policy does not supersede the Personal Leave (PL) Program (8650-26) or the Major Sick Leave Program (8650-22) policies. If an employee is entitled to the Personal Leave (PL) Program or Major Sick Leave Program, they will not receive any additional sick days.