

Sick Leave

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Purpose

In order to minimize the economic hardships that may result from an unexpected short-term illness or injury to an employee, the Beach Shops provides all employees with sick pay benefits for the actual illness or injury of an employee, and to care for the employee’s spouse, registered domestic partner, parent, parent-in-law, sibling, children, grandchild, grandparent or designated person. Paid sick leave may also be used for medical appointments, preventive care, and by victims of domestic violence, sexual assault, or stalking to obtain relief, including medical attention and psychological counseling.

Scope

This policy applies to all Beach Shops employees.

Guidelines

1. Sick Leave Eligibility
 - 1.1. For part-time employees (part-time regular, part-time temporary, and students)
 - 1.1.1. Part-time employees are eligible to receive 40 hours of paid sick leave beginning on January 1, 2024, or if hired after that date, on the first day of work.
 - 1.2. For full-time employees (salaried and hourly):
 - 1.2.1. All full-time employees are eligible to accrue paid sick leave hours beginning on their first day of employment or first day of full-time status.

2. Accrual

An employee may not use more sick hours than what is allowed, per the criteria below.

2.1. For part-time employees:

- 2.1.1. Part-time employees will receive 40 sick leave hours at the beginning of each 12-month period beginning on January 1, 2024, or if hired after that day, on the first day of work. The available hours will not be displayed in your profile until the required waiting period has been completed.
- 2.1.2. All part-time employees are entitled to use these paid sick hours after the 90th day of employment has been completed. At that time, the employee may use paid sick hours, subject to the yearly 40 hours available to be used.
- 2.1.3. The measurement period for usage is reset after the first payroll of the calendar year has been processed. Sick hours run calendar year, January – December.
- 2.1.4. Unused sick hours will not be carried over from year to year.

2.2. For full-time employees:

- 2.2.1. Full-time employees will accrue an estimated 7.38 hours of sick leave for each completed month of employment. There is no limit on the number of sick hours that an employee can accrue.
- 2.2.2. Unused sick hours will be carried over from year to year.
- 2.2.3. An employee who is out on a leave of absence will not accrue sick hours while they are out on leave.

3. Rate of Pay

The rate of pay will be based on the employee's hourly wage.

- 3.1.1. If a part-time employee has different hourly rates in the 90 days before using paid sick hours, the rate of pay will be calculated by dividing the employee's total wages (not including overtime premium pay) by the employee's total hours worked in the full pay periods of the prior 90 days of employment.
- 3.1.2. Full-time hourly employees will be paid their sick hours at their normal hourly rate.

4. Unused Accrued Days

4.1. Upon employee separation or termination, there is no compensation to the employee for unused sick leave, except in the following situations:

- 4.1.1. Full-time employees hired before January 1, 1989, have been grandfathered into the previous policy of payment of accumulated sick hours upon termination.
- 4.1.2. Full-time employees, who are participating in CalPERS, are eligible to receive CalPERS service credit at the rate of 0.004 years of service for each day of sick leave unused, provided there is less than 120 days between date of separation and eligible retirement date.

4.2. Other considerations:

- 4.2.1. If a part time employee leaves the Beach Shops and returns within a 12-month period, the employee will keep the sick leave hours that had been accrued prior to their departure.
- 4.2.2. If a full-time employee leaves the Beach Shops and returns within a 12-month period, the employee will keep the sick leave hours that had been accrued prior to their departure.

5. Usage

The employee must notify the employer in advance if the sick leave is planned, as may be the case with scheduled doctors' visits. If the need is unforeseeable, the employee needs to notify their manager or supervisor as soon as practical, as may occur in the case of unanticipated illness or a medical emergency.

- 5.1.1. All requests for paid sick leave must be made through ADP by the employee before the pay period in which they want to use the sick leave closes.
- 5.1.2. An authorized representative for each department will be responsible for reviewing and accepting and in some cases declining the use of sick hours as requested by an employee.

5.2 Employees with No Sick Leave hours

5.2.1 Non-Exempt Employees:

No pay will be provided for missed shifts if the employee has yet to qualify for the sick leave hours or has exhausted their leave allowance.

5.2.2 Exempt Employees:

Salary deductions may be made for full-day absences when an exempt employee is absent for personal reasons or because of illness or injury if the employee has yet to qualify for the sick leave hours or has exhausted their leave allowance.

5.3 Return to Work

- 5.3.1 A verification or release by a health care provider may be a condition of returning to work for some sick leave absences.

6. Corrective Action

- 6.1 Employees who abuse sick leave policies or misrepresent the reasons for using sick leave will be subject to corrective action, up to and including termination.

Version Information

Version	Author	Revision date	Notes
2.0	Nancy Green	07/11/2007	An updated policy that includes limits; Distribution: in manual, by email
2.1	Nancy Green	1/26/2009	An update to include information for new employee classification (9 month employee); Distribution: 49er Policy Drive
2.1	Nancy Green	12/16/2010	An update to remove information for 9 month employee positions; Distribution: 49er Policy Drive
2.2	Rosa Hernandez	06/03/2015	Revised language to include sick leave for part time employees; Distribution: in manual, 49er Policy Drive, by email
2.2	Michelle Connole	11/18/16	Included the measurement period and rollover maximum for part time employees; Distribution: 49er Policy Drive
3.0	Rachel Spidell	4/15/2020	Updated to reflect new sick leave distribution effective 1.1.2020; Distribution: Employee Handbook and 49er Policy Drive
4.0	Rosa Hernandez	3/15/2023	Updated language and added more context; Distribution: Employee Handbook and 49er Policy Drive
5.0	Sandra Ramirez	01/01/2024	Update company name: Detailed accrual for those one a Leave of Absence. Update sick hours for part-time employees.
5.1	Sandra Ramirez	2/7/2024	Updated accrual section for part-time employees.