

## Chapter 7 – Human Resources

### **AP 7351 Sick Leave for Temporary Employees Not Represented by a Collective Bargaining Unit**

#### **References:**

Education Code Sections 87763 et seq., 88190 et seq., California Labor Code Sections 245-249: Healthy Workplace Healthy Family Act of 2014 (AB 1522)

In accordance with California Labor Code Sections 245-249, also known as AB 1522: Healthy Workplace Healthy Family Act of 2014, temporary employees not represented by a collective bargaining unit (including those classified by the College as short-term employees, student workers, professional experts, fee-based instructors, and substitute employees) earn sick leave as described below:

- one hour of sick leave is earned for every thirty (30) hours worked, on a prorated basis;
- the maximum sick leave balance that can be earned and carried over from pay period to pay period is forty-eight (48) hours;
- sick leave balances are reported on the pay warrant issued by the District;
- sick leave must be earned before it is used;
- sick leave must be used in quarter-hour increments; and
- sick leave is not paid out to employees upon separation.

Approved: August 26, 2015

Reviewed: August 17, 2016