



HUMAN RESOURCES POLICIES & PROCEDURES

Subject:	HEALTHY WORKPLACES/ HEALTHY FAMILIES ACT PAID LEAVE	Policy #:	HR-08-003
Scope:	Companywide	Initial Effective Date:	01/2014
Approved by:	Pipeline Health -- Administration/Governing Board	Last Revision Date:	01/2024
Page:	1 of 1	Last Review Date:	01/2024

POLICY

In accordance with the Healthy Workplaces/Healthy Families Act of 2014, the policy of Pipeline Health is to provide paid leave (CA Sick Paid Leave) to all employees for themselves or a family member for preventive care or care of an existing health condition or for specified purposes if the employee is a victim of domestic violence, sexual assault, or stalking. Family members include the employee’s parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling.

PURPOSE

To define Pipeline Health’s policy on leave accrual and pay employees as required by the Healthy Workplaces/Healthy Families Act of 2014.

PROCEDURE

1. All employees will **accrue** one hour of CA Sick paid leave for every 30 hours worked, to a limited accrual use of five days or 40 hours, whichever is more, and to a cap of 10 days or 80 hours, whichever is more in a calendar year.
 - a. Employees may use their accrued hours beginning on the 90th day of employment.
 - b. An employee may request paid leave time in writing or verbally. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.
 - c. This leave is paid at the regular hourly rate.
 - d. CA Sick hours may only be used in place of hours normally worked.
 - e. Employees who are eligible to receive Holiday Pay (HR-08-005 Holidays) may not use CA Sick hours in place of, or in addition to, holiday hours paid.
 - f. Employees are eligible to accrue at least five days or 40 hours, whichever is more. Annual use of paid leave is determined by employee status. As an example, please see below:

i)

Shift Type	Amount	Available Annual Use	Accrual Cap
8 Hour Shift Employee	5 days	40	80
10 Hour Shift Employee	5 days	50	100
12 Hour Shift Employee	5 days	60	120
Per Diem Employee			
8 Hour Shift	5 days	40	80
10 Hour Shift Employee	5 days	50	100
12 Hour Shift Employee	5 days	60	120

ii) Alternatively, if an employee works only 6 hours a day and takes five days of paid sick leave, for a total of 30 hours, the employee will still have 10 hours remaining.

- g. An employee may determine how much paid sick leave he or she needs to use, subject to a reasonable minimum increment of two hours.
- h. Unused accrued leave carries over to the next year up to the accrual cap.
- i. Accrued leave hours are not paid to an employee upon termination of employment.
- j. If an employee terminates employment, but is rehired within one year, the previous accrued and unused

leave balance will be reinstated.

k. Employees may not be disciplined when using up to the annual calendar usage cap of CA Sick pay.

Review/Revision History:	
Reviewed:	1/2024, 11/20, 1/18
Revised:	1/2024, 10/18, 7/15, 11/14, 01/2024

