

**ADMINISTRATIVE CIRCULAR NO. 48**

Legal Services Division

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 6, 2015

**To:** All School Principals, Child Development Center Administrators,  
Division and Department Heads

**Subject:** PAID SICK LEAVE MANDATORY POSTING

**Department and/or  
Persons Concerned:** School Principals, Child Development Center Administrators,  
Division and Department Heads, Supervisors, Managers and  
Secretaries

**Due Date:** January 20, 2015

**Reference:** Healthy Workplace Healthy Family Act of 2014 (AB 1522)

**Action Requested:** Print and post attached poster: **Healthy Workplaces/Healthy  
Families Act of 2014 Paid Sick Leave**

**Brief Explanation:**

Beginning January 1, 2015, employers are required to post in a conspicuous place at the workplace, a poster containing the following information: (1) that an employee is entitled to accrue, request, and use paid sick days; (2) the amount of sick days provided for and the terms of use of paid sick days; (3) that retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited; and (4) that an employee has the right under this law to file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against an employee. The new law required the Labor Commissioner to develop such a poster, and it is now available on the Labor Commissioner's website. The right to accrue and take sick leave under this law does not take effect until July 1, 2015. If you have any questions please call (858) 627-7345.

Ashley K. Fenton  
Manager, Insurance & Risk Services  
Risk Management

APPROVED:



Andra Donovan  
General Counsel  
Legal Services Division

AKF:cg

Attachment: Healthy Workplaces/Healthy Families Act of 2014 Paid Sick Leave

**THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT**

*(Poster may be printed on 8 ½" x 11" letter size paper)*

**HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014  
PAID SICK LEAVE****Entitlement:**

- 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.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.

**Usage:**

- An employee may use accrued paid sick days beginning on the 90<sup>th</sup> day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the [alphabetical listing of cities, locations, and communities](#). Staff is available in person and by telephone.