

Substitute Paid Sick Leave (AB 1522)

Overview:

Substitute employees are eligible for sick leave benefits under an amendment of the Healthy Workplaces, Healthy Families Act of 2014.

Who qualifies for this paid sick leave?

Certificated and classified substitutes who are not part of the CSEA or ESTA bargaining units (these employees already receive sick leave benefits).

Retirees who are in the PERS system are not eligible for this sick leave benefit.

When can I use this paid sick leave?

An employee may use paid sick days to care 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.

How much leave is given?

- One (1) hour of paid sick leave is accrued for every thirty (30) hours worked in a school year.
- The maximum accrual in one (1) school year is twenty-four (24) hours or three (3) days.

When can I begin to utilize paid sick leave?

- The employee must work at least thirty (30) days within a calendar year (begins July 1).
- The employee can use accrued paid sick leave beginning on the 90th day of employment.

How much leave can I take at a time?

The minimum amount is two (2) hours. The maximum amount that can be used in a school year is twenty-four (24) hours or three (3) days.

What happens if I don't use all of my sick leave in a school year?

You may carry over a maximum of twenty-four (24) hours or three (3) days into the next school year, but may only accumulate a maximum of forty-eight (48) hours or six (6) days at any time.

I work in more than one school district - am I allowed to transfer or combine hours of paid sick leave?

No. You will accrue hours towards paid sick leave in each district.

How do I use paid sick leave?

- The employee will decline a request to work when called by Absence Management (formerly Aesop).
- The employee will enter the date(s) and hours of sick leave used on EUHSD Leave Form available at the District Service Center and online at www.euhdsd.org under Human Resources.
- The form will need to be submitted to the receptionist at the District Service Center.

How much will I be paid for sick leave?

You will be paid at the hourly rate. Substitute teachers earn \$120/day or \$60/half day.

Where will I find out my paid sick leave balance?

It will appear on your pay warrant, and is also accessible through the Employee Self-Service portal at <https://ess.erp.sdcoe.net/>.