

BOARD OF TRUSTEES

DANA F. COLEMAN

ROBERT "BOB" DAVIS

R MICHAEL DUTTON

JILL MCGRADY

BARBARA WILLIBRAND

January, 2016

Re: Healthy Workplace/Healthy Families Act, AB1522

ADMINISTRATION

DR DAVID J VIERRA
District Superintendent

GREG NEHEN
Assistant Superintendent
Educational Services

BRETT NEAL
Assistant Superintendent
Personnel Services

SHANDELYN WILLIAMS
Assistant Superintendent
Student Services

BRIAN HAWKINS
Assistant Superintendent
Business Services

As of July 1, 2015, California Law provides for mandatory paid sick leave under AB1522 Healthy Workplace/Healthy Families Act. Employees who have worked for the same employer for 30 or more days within a school year are eligible for three days, or 24 hours, of paid sick leave. Eligible employees may use their paid sick leave beginning on their 90th day of employment.

Sick leave can be used for the diagnosis, care, or treatment of an existing health condition, as well as preventative care for the employee or family member. In addition, sick leave can be used for an employee that is the victim of domestic violence, sexual assault or stalking.

Paid sick leave can be taken in minimum increments of 2 hours and is limited to 24 hours per year while the eligible employee is employed by the District.

In order for the temporary or seasonal employees not covered by a collective bargaining leave plan to utilize paid sick leave benefits, the eligible employee will need to first confirm the following:

- 1) The eligible employee has been offered a substitute position through the Subfinder System, or has officially been assigned work hours by District Administration.
- 2) The eligible employee was not or will not be employed elsewhere during the work hours within the time period claimed as sick leave

If the above criteria is met the employee must fill out the attached **AB1522 Sick Leave Request Form** indicating the dates, hours, and location of job assignment for which sick leave is being used. The form is also available on the District Web site at www.avdistrict.org/payroll.

INFORMATION CONTINUES ON PAGE 2



In order to verify eligibility and process sick leave payment, the completed form needs to be sent to the Personnel Office within 7 calendar days via:

FAX: 661-726-0673

Mail: AVUHSD Personnel, 44811 Sierra Highway, Lancaster, CA 93534

Or: routed from the school site via district mail to Personnel

Once the form is received and verified, payment for the claimed hours will be processed on the next regular payday for the eligible employee.

On regular paydays, eligible employees will receive a notice indicating the amount of sick leave available for use.

Please note that unused sick leave expires at the end of the school year and will not carry over into the next school year.

Each year three days or 24 hours of paid sick leave will be credited to the leave bank of each eligible employee.

Regards,

A handwritten signature in black ink that reads 'Brett Neal'.

Brett Neal
Assistant Superintendent
Personnel Services

BN/lc

Encl: AVUHSD AB1522 Sick Leave Request Form