CDU Policy I.E.00690 California Paid Sick Leave

ISSUING OFFICER: Chief Human Resources Officer

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: January 1, 2015 and July 1, 2015

REVISED DATE: December 23, 2014; October 29, 2010

SUPERSEDES: CDU Policy I.E.00690, dated September 1, 2004

POLICY I.E.00690 Sick Leave

Pursuant to the Healthy Workplaces Healthy Families Act of 2014, at Charles R. Drew University, all employees (full and part-time, temporary, seasonal, student workers) will accrue sick time beginning the first day of employment. All employees will be eligible to use sick time as of the 61st day. Sick time is provided in case of employee illness, doctor appointments, sexual violence, sexual assault, stalking, or other unexpected health matters that prevent an employee from reporting to work. Up to 50% of accrued sick time may be used to care for a sick child (regardless of age or dependency status), biological, adopted, or foster child, step child, legal ward, or a child to whom the employee stands in loco parentis; biological, adoptive, or foster parent or step parent, legal guardian of the employee or the employee’s spouse, or a person who stood in loco parentis to the employee when the employee was a minor child; parent, spouse, registered domestic partner or child of a domestic partner, grandparent, grandchild, and sibling.

A. RETALIATION

Charles R. Drew University of Medicine and Science prohibits retaliation against employee who exercises use of this policy, for bringing a complaint of discrimination, harassment, or sexual violence pursuant this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination, harassment, sexual violence or participates in any manner in an investigation or resolution of a complaint of discrimination, harassment, or sexual violence. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

B. ACCRUAL SCHEDULE

Full-Time employees accrue sick time at the rate of 1 day (8 hours) per month. In the event an employee has the equivalent of 60 days (480 hours) of accrued and unused sick time, additional sick time will cease to accrue until some or all of the accrued time has been used and unused sick days fall below such amount. Once accruals begin again, accruals will not be retroactive, and again will be capped at 60 days (480 hours).
Part-time employees may accrue sick time on a pro-rated basis, at the following rate per month based on hours worked per week:

<table>
<thead>
<tr>
<th>Hours Worked Per Week</th>
<th>Accrual Rate Per Month</th>
<th>Maximum Accruals Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 19 hours per week</td>
<td>3</td>
<td>180 hours</td>
</tr>
<tr>
<td>20 – 40 hours per week</td>
<td>8</td>
<td>480 hours</td>
</tr>
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</table>

In the event a part-time employee has the equivalent of the stated unused sick time that has reached the maximum accruals per year, additional sick time will cease to accrue until some or all of the accrued time has been used and unused sick days fall below such amount. Once accruals begin again, accruals will not be retroactive, and again will be capped at the appropriate maximum accruals per year.

Exempt full-time and part-time employees must take sick time in the equivalent full-day increment that coincides with their normal workday, and are not permitted to perform work during such sick time, including making calls, checking emails, and attending meetings.

Non-Exempt full-time and part-time employees must take sick time off in no less than 30-minute increments. Non-Exempt full-time and part-time employees should record sick time to cover absences (late arrivals, early departures or absences during the day) due to medical appointments, or may take unpaid time off for such appointments if no accrued sick time is available.

Abuse of the use of sick time can be cause for disciplinary action up to and including termination.

C. GENERAL

Employees who need time off for surgery or medical or injury recovery should notify the Department of Human Resources immediately so that the appropriate leave of absence processes can be initiated. Employees who need to use sick time to recover from a work-related injury or illness must notify their supervisor immediately so that workers’ compensation forms can be provided.

Employees with frequent on-going sick time requirements or those who are absent for (3) three or more consecutive days, must provide a written release from their doctor on their first day back to work. Employees should not return to work without a written release from their doctor. Most CDU positions require high levels of attendance as part of their job descriptions and poor attendance may be grounds for termination.

Calling in sick on the day immediately before or after a vacation day or a paid holiday will not be honored and no pay will be made for the sick day unless the employee returns with a note from a physician excusing the absence as necessary.

Within (1) one year of an employee’s employment separation from CDU, accrued and unused
sick time will be restored to the employee upon rehire. Additional paid sick time will begin to accrue upon rehire.

Employees are not entitled to compensation for accrued and unused sick time upon termination. Benefit accruals (such as vacation and sick time) will continue to accrue during the time the employee is using their accrued benefit time, but will not accrue once that time is exhausted.

**PROCEDURE I.E.00690 Sick Leave**

1. Employees are required to call their supervisor or leave a voicemail on their supervisor’s phone no later than 30 minutes after their start time. Calling another person [unless they are standing in for an absent supervisor] or e-mailing a notice is not an acceptable substitute for this call requirement. Employees in positions that will require scheduling a backup for their work should call as soon as they know they will not be reporting to work or use the designated procedure set up by the department supervisor.
2. Sick time is to be recorded accurately on the appropriate attendance or time card.
3. Accurate reporting of attendance is required on University timecards.
4. It is the responsibility of the supervisor to notify the Department of Human Resources and the Department of Payroll when an employee has been out ill for more than five (5) days. Benefit eligibility and payroll deductions will be processed accordingly.
5. The Department of Payroll maintains the official records of sick leave accruals based on information provided on the employee's timecard records.

Applicability: All Staff and Faculty Members