



Sick Leave Pay

Last Updated on 4/22/20





Employee Types

- Employees with Regular Work Schedules
 - Earn 1 hour of sick pay for every 20 hours paid upon appointment
- Employees without Regular Work Schedules (i.e., temporary, as-needed)
 - Earn 1 hour of sick pay for every 30 hours paid upon appointment
- Retirees, Elected Officials and Board/Commission members (i.e., 0109-0118)
 - Do not earn sick pay



Access to Sick Pay

- After 90th day of employment.
- If you separate from the City 90 or more days after you were hired (i.e., you had access to Sick Pay) and return to work for the City within 12 months of separation, you regain your former sick leave balance and immediately gain access to use sick pay.



Use of Sick Pay

- Sick Pay generally only applies to those with regular work schedules. For employees with as-needed work schedules, they may only take time off from any shifts that have been affirmatively prescheduled.



Sick Leave Pay Hour Cap

- 1,040 Hours (6 months) for all employees.



Covered Relationships

- Child of any age or dependency status
- Parent including in-laws
- Spouse
- Domestic Partner
- Designated Person (*if not waived*)
- Grandparent
- Grandchild
- Sibling



Sick Leave Pay Restriction

- **CSC Rule 120.11.1** Sick leave with pay, beyond that authorized by law, is a privilege recognized by Charter and by Ordinance of the Board of Supervisors and should be requested and granted only in cases of absence because of illness which incapacitates the employee for the performance of duties or as otherwise defined in this Rule.
- **CSC Rule 120.11.2** An appointing officer or designee may require proof of incapacitation before granting sick leave with pay for any period of time and may withhold pay for failure to submit such proof provided that the employee had been previously notified in writing that such proof would be required for absences of less than five (5) working days.
- **CSC Rule 120.11.3** The rate of earning and accumulating sick leave with pay credits and authorization for its use under this Rule shall in no way inhibit or restrict the right of an appointing officer to establish standards of attendance.



Shadow Account

- **CSC Rule 120.24.3** Supplemental disability credits shall be an account separate from, but equivalent to, the employee's accumulated unused sick leave with pay credit balance except that the supplemental disability credit account shall be adjusted as provided below.

→ *Mirror account of an employee's sick leave pay balance that may be used to supplement one's salary while out on Workers' Compensation.*