

**SICK LEAVE**  
**&**  
**REPORTING ABSENCES**

Temporary Classified, Student  
Employees & Substitutes

July 2015

## **BACKGROUND**

A new California Law was signed as part of the Healthy Workplaces, Healthy Families Act of 2014 that requires us to offer sick leave to classified temporary, student employees (student help/work study) and substitutes. It was amended to exclude retired annuitants and ESA assignments. This law went into effect July 1, 2015.

Employees are not required to use sick leave. If an employee requests to take the time unpaid, it is best to get the request in writing. This will prevent any misunderstandings later, if the employee claims they were not “allowed” to use the sick leave.

The employee cannot be required to search for or find a replacement worker to cover the days they are absent.

Employees cannot be disciplined or otherwise retaliated against for requesting time or taking time off under this law.

Sick leave is not paid out when the employee leaves and is not creditable for PERS or STRS. If the employee obtains a full time position with the District, the sick leave balance is not transferrable to that new position.

## **ACCRUAL**

Employees earn 1 hour of sick leave for every 30 hours they worked. The accrual will be pro-rated based off actual hours worked. For example, an employee who works 20 hours for the month will accrue .67 of an hour. Employees began accruing on hours worked in July 2015.

Sick leave balances carry over each fiscal year, but is capped at 48 hours. Once an employee reaches the cap, accruals will stop until the balance drops below 48 hours.

## **USAGE**

Even though employees can accrue 48 hours, usage is limited to 24 hours per fiscal year. Employees will be charged a minimum of 2 hours toward their sick leave balance. Report the actual hours the employee missed on the absence report. If the employee missed fewer than 2 hours, the Employee Benefits Department will adjust the absence to 2 hours, but the employee

will only be paid for the actual time missed. (If 2 hours is reported when only 1 hour was missed, the employee will be overpaid.)

Sick leave **will not** be advanced.

Employees may begin using sick leave once they meet following qualifications:

- The employee must have been employed at least 90 days. The 90 day count begins with the first day of the employee's employment, even if the hire date proceeds the date the law went into effect (July 1, 2015). If there is a break in service of more than one year, the 90 day count will start over.
- The employee must have worked 30 days, beginning July 1, 2015, when the law went into effect.
- The employee must have earned a minimum of 2 hours.

Sick leave may be used for the following:

- Employee's own illness or doctor's appointments, including preventive care.
- Illness or doctor's appointments, including preventive care, for an immediate family member. An immediate family member is defined as:
  - Child – biological, adopted, foster, step, legal ward or child to whom the employee stands in loco parentis, regardless of age or dependency status.
  - Parent – biological, adopted, foster, step, or legal guardian, or the parent of the employee's spouse or *registered* domestic partner.
  - A person who stood in loco parentis when the employee was a minor child
  - Spouse
  - *Registered* domestic partner
  - Grandparent
  - Grandchild
  - Sibling
- For an employee who is a victim of domestic violence, sexual assault or stalking.

Be sure to keep the reason for the leave confidential.

## **REPORTING ABSENCES**

### **Timesheets\Worksheets:**

Follow your normal campus procedures for submitting the employee's timesheet, for actual hours worked. Do not include any sick leave hours on the timesheet.

Report the days worked on each timesheet and enter on the line provided on the worksheet. The count of days worked are any days the employee physically worked *any* amount of time. If the employee did not report to work at all (called in sick), the day does **not** count as a day worked on the timesheet/worksheet.

### **Absence Report:**

An absence report does not need to be submitted for employees who do not meet the eligibility requirements:

- Employed 90 days
- Worked 30 days
- Accrued at least 2 hours

Only report absences up to the amount of time the employee has available, if known. A leave report is sent to campus each month. In addition, employees can view their leave balance on their paycheck stub.

Absence reports are due in the Employee Benefits Department by the 5<sup>th</sup> working day of the month. The absence report is what Payroll will use to pay the employee for the sick hours.

An employee utilizing sick leave will be paid for the hours worked as usual (by the 10<sup>th</sup> of the next month); any sick leave hours reported, for the same reporting period, will be paid the following month.

Example: Suzy worked 20 hours in September and had 2 hours of sick leave. The 20 hours worked will be paid on October 10<sup>th</sup>. If she qualifies and has a sufficient sick leave balance, she will be paid the 2 hours of sick leave with her October pay, on November 10<sup>th</sup>.

Employees will not be paid for their sick hours until Employee Benefits has validated the employee meets the eligibility requirements and has a sufficient sick leave balance. This should prevent the employee from receiving a "loss of pay."

# COMPLETING THE ABSENCE REPORT

## Student and Temporary Classified Absence Report

LOCATION: ARC  SCC  ETW  LOS RIOS COMMUNITY COLLEGE DISTRICT  
 CRC  FM  SRPSTC  CUMULATIVE ABSENCE REPORT  
 FLC  DO  Student Help / Work Study  REPORTING PERIOD: \_\_\_\_\_ 20\_\_\_\_  
 Temporary Classified  \*Reporting period is the 25th of the month to the 24th of the following month

Employee ID # \_\_\_\_\_

Employee Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

**This table to be completed by the supervisor.**

Budget Line #	TOTAL HOURS ABSENT (By budget number)	BUDGET										JOB REC # if known	
		EARN CODE	BEN PROG	ACCT	FD	ORG	PROG	PROJECT CODE	PAY RATE				
1		SIC	NON									\$	
2		SIC	NON									\$	
3		SIC	NON									\$	
4		SIC	NON									\$	
5		SIC	NON									\$	
6		SIC	NON									\$	
7		SIC	NON									\$	

Count of Days: \_\_\_\_\_ (Only include days not accounted for on a Payroll timesheet.)

**The above is a true and accurate statement of the facts in relation to my absence.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 EMPLOYEE

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SUPERVISOR

DEPARTMENT: \_\_\_\_\_ PHONE EXT: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 AUTHORIZED ADMINISTRATOR

**DISTRICT OFFICE USE ONLY**

Has not worked 30 days  Has not been employed 90 days

Minimum use (2 hours)  Overuse of Sick Leave

Relationship doesn't qualify  Other: \_\_\_\_\_

HR3 PAID  EB Initials \_\_\_\_\_ PR Initials \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_

BS Form #217 7/2015

Distribution: GREEN / CANARY - District Office BLUE - Authorized Administrator WHITE - Employee

## Substitute Absence Report

LOCATION: ARC  SCC  ETW  LOS RIOS COMMUNITY COLLEGE DISTRICT  
 CRC  FM  SRPSTC  CUMULATIVE ABSENCE REPORT  
 FLC  DO  DATE: \_\_\_\_\_ 20\_\_\_\_  
 SUBSTITUTES

Employee ID # \_\_\_\_\_

Employee Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

**This table to be completed by the Supervisor/Dean.**

Budget Line #	TOTAL HOURS ABSENT (By budget number)	BUDGET										JOB REC # if known	
		EARN CODE	BEN PROG	ACCT	FD	ORG	PROG	PROJECT CODE	PAY RATE				
1		SIC	NON									\$	
2		SIC	NON									\$	
3		SIC	NON									\$	
4		SIC	NON									\$	
5		SIC	NON									\$	
6		SIC	NON									\$	
7		SIC	NON									\$	

Count of Days: \_\_\_\_\_ (Only include days not accounted for on a Payroll timesheet.)

**The above is a true and accurate statement of the facts in relation to my absence.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 EMPLOYEE

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SUPERVISOR

DEPARTMENT: \_\_\_\_\_ PHONE EXT: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 AUTHORIZED ADMINISTRATOR

**DISTRICT OFFICE USE ONLY**

Has not worked 30 days  Has not been employed 90 days

Minimum use (2 hours)  Overuse of Sick Leave

Relationship doesn't qualify  Other: \_\_\_\_\_

HR3 PAID  EB Initials \_\_\_\_\_ PR Initials \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_

BS Form #218 7/2015

Distribution: GREEN / CANARY - District Office GOLDENROD - Authorized Administrator WHITE - Employee

The reporting period for the absence reports are as follows:

- Student employees and temporary classified report from the 25<sup>th</sup> through the 24<sup>th</sup>, same as the timesheet. For example, September 2015 is from August 25<sup>th</sup> through September 24<sup>th</sup>.
- Substitutes report from the 1<sup>st</sup> through the 30<sup>th</sup>.



LOCATION: ARC \_\_\_ SCC \_\_\_ ETW \_\_\_  
 CRC \_\_\_ FM \_\_\_ SRPSTC \_\_\_  
 FLC \_\_\_ DO \_\_\_

LOS RIOS COMMUNITY COLLEGE DISTRICT  
 CUMULATIVE ABSENCE REPORT  
 STUDENT & TEMPORARY CLASSIFIED EMPLOYEES

REPORTING PERIOD\*: \_\_\_\_\_ 20\_\_  
\*Reporting period is the 25th of the month to the 24th of the following month.

Employee ID # \_\_\_\_\_  
 Student Help / Work Study \_\_\_\_\_  
 Temporary Classified \_\_\_\_\_

Employee Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

*This table to be completed by the supervisor.*

Budget Line #	TOTAL HOURS ABSENT (by budget number)	BUDGET											
		EARN CODE	BEN PROG	ACCT	FD	ORG	PROG	PROJECT CODE	PAY RATE	JOB REC # if known			
1		SIC	NON									\$	

DATE	REASON CODE (SIC or WKC)	RELATIONSHIP IF LEAVE FOR FAMILY MEMBER	HOURS	BUDGET LINE #s
25				
26				
27				
28				
29				
30				
1				
2				
3				
4				
5				
6				
7				
8				

The employee is to complete the following portion of the absence report:

- Record the absence by day
- Include the reason code
  - SIC for the employee's or immediate family member's illness/doctor's appointment.
  - WKC for absences due to a work related injury or illness.
    - Include any medical documentation (physician's statement, verification of therapy appointment).
- Include the relationship if the leave is for a family member.



DATE	REASON CODE (SIC or WKC)	RELATIONSHIP, IF LEAVE FOR FAMILY MEMBER	HOURS	BUDGET LINE #s
25				
26	SIC		2	0
27				
28	SIC	SPOUSE	3	0
29				

It is suggested that absence reports be completed at the same time as the timesheets. If the employee is not available, complete the absence report for the employee. On the employee signature line indicate “unavailable to sign.” Give the employee the corresponding copy of the absence report upon his/her return.

Supervisors are to complete the total hours absent by budget number and the employee’s pay rate. Include the job record, if known. (Do not hold up the absence report for a missing job record.)

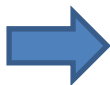
This table to be completed by the supervisor.

Budget Line #	TOTAL HOURS ABSENT (by budget number)			BUDGET							JOB REC # if known		
				EARN CODE	BEN PROG	ACCT	FD	ORG	PROG	PROJECT CODE		PAY RATE	
1				SIC	NON							\$	
2				SIC	NON							\$	
3				SIC	NON								

If multiple budget strings are used, indicate the budget string on the corresponding date. This will ensure payroll pays the hours under the right budget for that employee.

This table to be completed by the supervisor.

Budget Line #	TOTAL HOURS ABSENT (by budget number)			BUDGET							JOB REC # if known	
				EARN CODE	BEN PROG	ACCT	FD	ORG	PROG	PROJECT CODE		PAY RATE
1	3	0	0	SIC	NON	2304	12	AR.VS.FADF	64900	350A	\$ 9.04	0
2	1	0	0	SIC	NON	2302	12	DS.PC.COPS	67700	608E	\$ 16.84	1
3				SIC	NON							



DATE	REASON CODE (SIC or WKC)	RELATIONSHIP, IF LEAVE FOR FAMILY MEMBER	HOURS		BUDGET LINE #s
25					
26	SIC		2	0	1,2
27	SIC		2	0	1
28					
29					
30					
31					



Suzy Smith was out for 4 hours, over a three-day period. Her sick leave balance was 3 hours, so campus only reported 3 hours. The hours were reported under two budget strings.

**Example 1:**

This table to be completed by the supervisor.

Budget Line #	TOTAL HOURS ABSENT (by budget number)			BUDGET									
				EARN CODE	BEN PROG	ACCT	FD	ORG	PROG	PROJECT CODE	PAY RATE	JOB REC # if known	
1	2	5	0	SIC	NON	2304	12	AR.VS.FADF	64900	350A	\$		
2	0	5	0	SIC	NON	2302	12	DS.PC.COPS	608E	608E	\$		

DATE	REASON CODE (SIC or WKC)	RELATIONSHIP, IF LEAVE FOR FAMILY MEMBER	HOURS		BUDGET LINE #s
25	SIC		1	0	1,2
26	SIC		2	0	1,2
27	SIC		1	0	n/a
28					



The budget line # for the 27<sup>th</sup> is listed as “n/a” because the employee had exhausted all available sick leave and was not being paid for any of the hours on the 27<sup>th</sup>.

**Example 2:**

This table to be completed by the supervisor.

Budget Line #	TOTAL HOURS ABSENT (by budget number)			BUDGET									
				EARN CODE	BEN PROG	ACCT	FD	ORG	PROG	PROJECT CODE	PAY RATE	JOB REC # if known	
1	2	0	0	SIC	NON	2304	12	AR.VS.FADF	64900	350A	\$		
2	2	0	0	SIC	NON	2302	12	DS.PC.COPS	608E	608E	\$		

DATE	REASON CODE (SIC or WKC)	RELATIONSHIP, IF LEAVE FOR FAMILY MEMBER	HOURS		BUDGET LINE #s
25	SIC		1	0	1,2
26	SIC		2	0	1,2
27	SIC		1	0	1,2
28					

Suzy still has only 3 hours of available sick leave. She will be paid for 1 hour on the 25<sup>th</sup> and 2 hours on the 26<sup>th</sup>. Since Suzy’s sick leave is exhausted at this point, she will not be paid any hours for the 27<sup>th</sup>. The hours will be split evenly between the two budget strings (1.5 hours per



budget string). If the split should be something other than 50/50, campus will need to do a journal entry to correct the budget.

Once the absence report is completed, follow the distribution instructions at the bottom of the page. The Employee Benefits Department should receive the top 2 copies of the absence report.

The Employee Benefits will then validate the absence report.

- Does the employee meet the eligibility requirements?
- Does the employee have sufficient sick leave to cover the absence?
- The employee has not already used his/her 24 hour allotment for the fiscal year?

Employee Benefits will then forward the original (top copy) to the Payroll Department with the number of hours the employee is to be paid.

### **PAYING SICK LEAVE**

Once Employee Benefits forwards the absence report to Payroll, Payroll will then pay the sick leave hours reported and available on the next variable payroll.

A new earnings code has been set-up to pay these hours.

- New Earnings Code: SIC – Sick Leave Paid.

### **ABSENCE REPORT ADJUSTMENT**

If the Employee Benefits Department has made any adjustments to the absence report, the campus will be notified of the changes, via e-mail. The campus will then be responsible for notifying the employee of the adjustment.

## CONTACTS

Questions regarding reporting absences:

Kris Kurk, Employee Benefits Technician	568-3060
Nicole Keller, Employee Benefits Technician	568-3197

Questions regarding payroll:

Holly Shannon, Payroll Clerk	568-3193
Pammy Lor, Payroll Technician	568-3024
Lori Chu, Payroll Supervisor	286-3624