



Santiago Canyon College On-Campus Job Placement

STUDENT EMPLOYEE PAID SICK LEAVE

AB1522 "Sick Leave for All" - Healthy Workplaces/Healthy Families Act of 2014 Paid Sick Leave

Effective July 1, 2015 student employees will be able to accrue and use sick leave. Please read the following information.

Sick Leave Accrual/Use:

- 1 hour is accrued per 30 hours worked
- Sick leave is accrued when employment begins, but cannot be used until 90 days after the first date of employment began.
- Maximum hours that can be accrued are 48 and can be rolled over to the next fiscal year.
- Maximum hours that can be used per fiscal year is 24 (July 1 – June 30)
- **Minimum of 2** hours can be used per sick day. **Example: 2** hours acceptable / **1.50** hours not acceptable
- Paid at the employee's **regular wage rate**
- Sick leave continues to accrue until employment is terminated

Reporting Sick Leave:

- Notify your supervisor that you plan to use sick leave
- Follow the instructions for reporting sick leave on your timesheet
- If you do not have enough sick leave accrued to cover the absence, the District Payroll Department will reduce the hours paid accordingly

Tracking:

- Login to the [Employee Information System \(EIS\)](#) to track your sick leave
- The On-Campus Job Placement Office **does not** track sick leave for student employees