



Legislation Details (With Text)

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**On agenda:** 2/27/2024      **Final action:**

**Title:** Consideration of Updated Rule 1503 Sick Leave Policy

**Sponsors:** Human Resources

**Indexes:**

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**Attachments:** 1. Sick Leave Personnel Rule1503 2024, 2. Rule 1503 Updated Sick Leave 2.27.23 Redline

Date	Ver.	Action By	Action	Result
2/27/2024	1	BOARD OF SUPERVISORS		

**Memorandum**

**Date:** February 27, 2024

**To:** The Honorable Lake County Board of Supervisors

**From:** Pam Samac, Human Resources Director

**Subject:** Consideration of Updated Rule 1503 Sick Leave

**Executive Summary:**

Staff submits for your Board’s consideration and approval the attached updated Rule 1503 Sick Leave Policy, which complies with California's Healthy Workplaces, Healthy Families Act.

California's Healthy Workplaces, Healthy Families Act, commonly referred to as the state's Paid Sick Leave (PSL) law, requires employers to provide a set amount of paid sick leave (PSL) to employees working in California.

Effective January 1, 2024, California expanded PSL, increasing the minimum amount of PSL employers are required to provide to employees from three days or 24 hours to five days or 40 hours. The amount of time employees can accrue and carryover were also increased.

**Permanent Full-Time Employees (County Sick Leave)**

- No changes, each permanent County employee shall be entitled to County Sick Leave that, when combined with all Legally Mandated Sick leave, accrues at 8 hours per pay period, and totals ninety-six (96) hours of sick leave with pay in each year of full-time County service.

**Permanent Part-Time Employees (County Sick Leave)**

- Sick Leave will be available to employees as required by California law.

- Employees will have 24 hours available by the 120<sup>th</sup> day and an additional 16 hours by the 200<sup>th</sup> day.
- Sick leave is pro-rated based on an employees Full-Time Equivalent position.
- If the FTE pro-rated amount is more than the 40 hours as required by California Law, payroll will provide the remaining balance after the 200<sup>th</sup> day.
- Sick leave is available for use the pay period after it is accrued/earned.
- Shall be allowed unlimited accumulation of sick leave/ no cap.

**Extra Help Employees (Legally Mandated Sick)**

- Leave accrues 1 hour for every 30 hours worked, excluding overtime.
- The Sick Leave is cap changed from 48 to 80 hours.
- Not subject to cash out or pay out upon termination.

If an employee separates from County employment and is rehired by the County within one year of the date of separation, previously credited and unused paid sick leave hours shall be reinstated according to the provisions of the law.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Purchasing Considerations** (check all that apply):

Not applicable

- Fully Article X. <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeld=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeld=COOR_CH2AD_ARTXPU_S2-38EXCOBI)>- and/or Consultant Selection Policy <[http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4\\_2021v2.pdf](http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")
- Section 2-38 <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeld=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeld=COOR_CH2AD_ARTXPU_S2-38EXCOBI)> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)
- For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- Other (Please describe in Executive Summary)

**Consistency with Vision 2028** <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

Not applicable

- Well-being of Residents
- Economic Development
- Community Collaboration
- Public Safety
- Infrastructure
- Business Process Efficiency
- Disaster Prevention, Preparedness, Recovery
- County Workforce
- Clear Lake

**Recommended Action: Approve Updated Sick Leave Policy Rule 1503**