

Chapter 7 – Human Resources

AP 7351 Sick Leave for Temporary Employees Not Represented by a Collective Bargaining Unit

References:

Education Code Sections 87763 et seq., 88190 et seq., California Labor Code Sections 245-249: Healthy Workplace Healthy Family Act of 2014 (AB 1522)

In accordance with California Labor Code Sections 245-249, also known as AB 1522: Healthy Workplace Healthy Family Act of 2014 (amended January 1, 2024), temporary employees not represented by a collective bargaining unit (including those classified by the College as short-term employees, student workers, professional experts, fee-based instructors, and substitute employees) earn sick leave as described below:

- One hour of sick leave is earned for every thirty (30) hours worked, on a prorated basis.
- The maximum sick leave balance that can be earned and carried over from pay period to pay period is eighty (80) hours;
- Sick leave balances are reported on the pay warrant issued by the College.
- Sick leave must be earned before it is used.
- Sick leave must be used in quarter-hour increments.
- Sick leave is not paid out to employees upon separation.

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