



Orange County Department of Education

Policies and Procedures

Section: Human Resources

Subject: Sick Leave for Substitutes and Short-Term Staff

SICK LEAVE FOR SUBSTITUTES AND SHORT-TERM STAFF

Persons employed by the Orange County Department of Education (OCDE or Department), who are not covered by a collective bargaining unit agreement or other OCDE sick leave or paid time off policy are eligible to earn sick leave as outlined by the Healthy Workplaces/Healthy Families Act of 2014.

As a substitute and/or short-term status employee with OCDE, you are not covered by a bargaining unit agreement or other employer policy providing for the accrual and use of sick leave and you are therefore entitled to the minimum sick leave requirements stated in Labor Code section 245, et seq.

Accrual

Your paid sick leave is accrued at the rate of one (1) hour per every thirty (30) hours worked. Your sick leave balance is posted in your Employee Information System (EIS) account, and you may view it at any time by logging into EIS; a quick guide for EIS access is attached for reference.

Usage

Substitute and short-term employees become eligible to use accrued sick leave after completing ninety (90) days of employment and working for at least thirty (30) days.

After completing your eligibility period, you will be provided paid sick days upon the oral or written request for yourself or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or for another qualifying event covered under Labor Code 245, et seq. If you are unable to attend work, you must first notify your supervisor appropriately before the start of your shift. This notification process should be the same as if there were no paid sick leave provision (typically done via a phone call to your supervisor or by canceling your acceptance of a substitute assignment in Frontline).

You may request paid sick leave from your balance by reporting the sick leave absence on your timesheet and submitting a Sick Leave Absence Request form. You may use up to forty (40) hours or five (5) days of sick leave per year. Unused, accrued sick leave days shall carry over to the following year of employment, but shall not exceed eighty (80) hours or ten (10) days in total at any time.

Questions

For additional information, or if you have any questions about the leave provisions outlined in this memo, please contact Payroll or Human Resources.

Thank you.

Revised July 2021

Reviewed July 2022

Reviewed July 2023

Revised July 2024