



Orange County Department of Education
Division of Administrative Services
200 Kalmus Drive, Costa Mesa, CA 92628
714.966.4000

MEMORANDUM

DATE: August 12, 2015
TO: Substitute and Short-term Employees of OCDE
FROM: Renee Hendrick, Assistant Superintendent, Administrative Services
RE: Notice to Employee Regarding Sick Leave

Effective July 1, 2015, persons employed by the Orange County Department of Education (OCDE) 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 (Assembly Bill 1522). An information sheet about the Healthy Workplaces/Healthy Families Act is included with this notice and has also been posted at OCDE work sites since January 2015.

As a substitute and/or short-term status employee with the Orange County Department of Education (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.

Accrual

Your paid sick leave is accrued at the rate of one (1) hour per every 30 hours worked. You may view your sick leave balance by logging into your Employee Information System (EIS) account, which you may be familiar with as the system you log on to view your paycheck. To view your accrued paid sick leave, log on to EIS and click on the Balance Detail screen under the Balances tab. A quick guide for EIS access is available on the OCDE Substitute Information and Resources webpage at <http://www.ocde.us/Administrative/HR/Pages/AESOP.aspx>.

Usage

On or after July 1, 2015, substitute and short-term employees are eligible to utilize accrued sick leave **after 90 days of employment and 30 days worked since time of employment.**

If, following your eligibility period, you are unable to attend work due to illness or another qualifying event covered under Labor Code 245, you are to first provide appropriate notification about your

necessary absence to your site or your supervisor, prior to the start of your shift, the same way that you would without a paid sick leave provision (typically this is either by a phone call to your supervisor or the site).

You may request paid sick leave from your balance by reporting the sick leave absence on your timesheet* and submitting an *AB 1522 Employee Absence Request Form - Substitute/Short Term Employee* (enclosed for your reference). You may use up to 24 hours or three (3) days of sick leave per year. Unused, accrued sick leave days shall carry over to the following year of employment, but shall not exceed 48 hours or six (6) days in total at any time.

**Updated timesheets with Sick Leave request checkboxes have been provided to managers and supervisors.*

Questions

If you have any questions or concerns, please contact any of the following individuals for assistance:

Barbara Rivera, Principal Payroll Specialist, 714.966.4147

Arlene Salazar, HR Records Supervisor, 714.966.4398

Thank you.