

PART-TIME EMPLOYEES GENERAL LEAVE

I. PURPOSE

The purpose of this regulation is to establish a "general leave" program for those at-will employees working in permanent part-time classifications. The intent is to provide a minimum threshold of "leave" benefits for those employees that work in permanent part-time classifications. This regulation is intended to comply with California's Healthy Workplaces, Healthy Families Act (Act). If this regulation conflicts with the Act in any way, the Act will control.

II. APPLICABILITY

This regulation applies exclusively to part-time at-will employees because those employees do not otherwise accrue paid leave time.

III. ELIGIBILITY

At-will employees working in permanent part-time classifications are eligible to receive "general leave" benefits as defined below.

IV. POLICY

A. General Leave Defined

General leave is defined as leave accrued based on the amount of part-time hours worked. Accrual begins at the rate of .034 hours per hour worked during first 520 hours worked by the employee. Commencing with the 521st hour worked through the first 4 years of service the accrual rate is .042 hours per hour worked. The accrual rate for 5 – 9 years of service is .084 hours per hour worked and for 10 or more years of service the accrual rate is .168 hours per hour worked.

B. Usage

This accumulated leave hours can be used in lieu of regularly scheduled work hours for sick, vacation, or holiday time. This leave may also be used by an employee who is a victim of domestic abuse, sexual assault or stalking as required by the Act.

Accumulated leave hours may be used beginning on the 90th calendar day after date of hire.

C. Payoff, Cash-out and Accrual Limitation

All accrued leave hours shall be paid off in full at the current hourly rate of pay upon termination or deactivation from employment.

The maximum accrual of general leave shall be 84 hours. Upon reaching this maximum accrual limit, general leave shall cease and there shall be no "payout" of leave that would have accrued in excess of 84 hours.

Cash-out of accrued general leave will be permitted under the circumstances below:

1. A baseline is established of 20 hours of accrued leave. No cash-out will be permitted unless an employee has greater than this baseline and no employee may cash-out any amount that would reduce the accrued leave to less than 20 hours.
2. The cash-out option will be facilitated through the use of the employee's time card and shall be paid in conjunction with the normal payroll process and cycle.

V. EFFECTIVE DATE

The effective date of this Administrative Regulation is July 1, 2015.

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