



**Superintendent**  
**Policy SP 4161.1**  
**Personnel**  
**July 6, 2021**

**TEMPORARY/SUBSTITUTE PERSONNEL PAID SICK LEAVE**

Any temporary or substitute employee who works for 30 or more days within a year of their employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Such employees may begin to use accrued paid sick days on the 90th day of their employment, after which they may use the sick days as they are accrued. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. **(Labor Code 246)**

A temporary or substitute employee may use accrued sick leave for absences due to: **(Labor Code 246.5)**

1. The diagnosis, care, or treatment of an existing health condition or, or preventive care for, the employee or their family member as defined in Labor Code 245.5
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or their child, when the employee has been a victim of domestic violence, sexual assault, or stalking

No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against any employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249.

**LEGAL REFERENCE:**

**LABOR CODE**  
246-249: Paid Sick Days