



Roseville Joint Union High School District
HUMAN RESOURCES
 1750 CIRBY WAY, ROSEVILLE, CALIFORNIA 95661
 Office: (916) 782-6565 • FAX (916) 786-2681 • www.rjuhsd.us/HR

Request for Substitute Sick Leave Pay
 (Healthy Families Act)

Part #1 – To be Completed by Employee

Employee Name: _____ Employee ID # or Last 4 of SSN: _____

Position/Job: _____ Date(s) of Absence: _____

Check the following:

- Classified Substitute** (minimum two hours will be applied/max use of 24 hours per school year)
 Number of hours applied for absence: _____
- Certificated Guest Teacher** (minimum one period will be applied/max use of 3 days per school year)
 Aesop Confirmation # (required): _____

Employee Signature: _____ Date: _____

Part #2 – To be Completed by Supervisor (Classified Only)

Check the following:

- Employee** did not write this sick leave on their timesheet
- Employee** was called into sub on this day, declined job and requested this sick leave

Supervisor Signature: _____ Date: _____

Send to: Kim Hoffman-Human Resources/District Office for processing.
Phone: (916) 782- 6565 ext 1053 **Fax:** (916) 786-2681 **Email:** khoffman@rjuhsd.us

Part #3 – To be Completed by Human Resources

- 30 days worked 90 days employment
- Meets min two hour requirement/max 24 hour usage
- # Sick Leave Days/Hours Available
- Not Retired from PERS (OK if retired from STRS)
 (Retirement Tab: R under Mbr means Retired, PERS under Plan)
- Entered in Escape Entered in Optix

HR Director Signature: _____ Date: _____

Please pay employee _____ hours, or _____ periods, or _____ days at their pay rate for the job specified above.

Payroll: Rate _____ x Hours _____ = Total _____



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HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 (HFA)

ELIGIBILITY:

- ❖ This policy applies to limited term, part-time, substitute and seasonal employees (exempt and non-exempt) who are not covered by a collective bargaining agreement or other applicable paid time off (PTO) policy.
- ❖ An Employee may use available paid sick days beginning on the 90th day of employment and who, on or after July 1, 2015, works for our District for 30 or more days within a year from the beginning of employment is entitled to accrue paid sick leave.
- ❖ Limited term, part-time, substitute or seasonal Employees that meet the 30-day and 90-day eligibility requirements for using sick leave, and who then have a break in service of twelve months or less, shall have their unused sick leave restored upon rehire. Those Employees may begin using their reinstated sick leave for that fiscal year immediately upon re-employment with the District.
- ❖ Employees not covered by this policy are those who are eligible for the “comprehensive leave” benefit provided by the District pursuant to the RSEA and the CSEA contracts (represented employees), or employment agreements (non-represented employees). Hourly paid non-FTE teachers working at Independence High School and Roseville Adult School are also excluded from this policy, as the rate of sick leave accrual and carryover required by the Education Code is greater than that required by the HFA. Retired annuitants of CalPERS or the County Employees Retirement Law of 1937 are not eligible under the HFA.

ACCRUAL PROCESS:

- ❖ Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee’s regular wage rate. Accrual shall begin on the first day of employment or July 1, 2019, whichever is later.
- ❖ Employees may accrue up to a maximum of six days/48 hours and may carry over any unused days/hours to the next school year. Employees can only use a maximum of three days or 24 hours in any school year.
- ❖ Sick leave is payable in the next regular payroll period. Paid sick leave made available under this policy has no cash value, and the District does not pay Employees for unused sick leave upon separation from employment.
- ❖ Sick leave accrual amounts will be listed on your monthly pay stubs. PLEASE NOTE: Leave Balance accuracy is based on absences reported and processed by the fifth of the month.
- ❖ To effectuate a transition from FY 2018-19 (in which HFA was made by annual grant on July 1st) to FY 2019-20, the District will carry over any balance of unused sick leave an Employee has available on June 30, 2019, up to a maximum of six days/48 hours. Thereafter, Employees’ sick leave balances will be capped at 6 days/48 hours and no additional amounts may be carried over to the following fiscal year. This does not alter the usage limitation of three days/24 hours in each year.

USAGE:

- ❖ An employee must request paid sick days or hours using the District Healthy Families Act Request Form found on our website at www.rjuhsd.us (Departments/Human Resources/HR Forms).
- ❖ Sick Leave may be used for the following reasons: employee’s own illness or that of a family member; diagnosis, care or treatment of an existing health condition or preventative care for the employee or a family member; or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- ❖ “Family member” for purposes of this paid sick leave policy include: spouse/registered domestic partner; biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status. Biological, adoptive, or foster parent, stepparent, or legal guardian of employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child. A grandparent or grandchild; parent-in-law; or a sibling.
- ❖ For Classified limited term, part-time or seasonal employees, a minimum of two hours will be deducted from the Employee’s sick leave balance and applied for each absence reported as sick leave.
- ❖ For Certificated substitutes, a minimum of one period (90 minutes or 1.5 hours) will be deducted from the Employee’s leave balance and applied for each absence reported as sick leave.

Retaliation or discrimination against an employee who requests paid sick days; uses paid sick days; seeks to exercise any right under the HFA; files a complaint with the Labor Commissioner or alleges a violation of Labor Code sections 245-249 is prohibited. An Employee has a right to file a complaint with the Labor Commissioner against the District for retaliation or discrimination.