

California State University, Long Beach Research Foundation**NOTICE TO EMPLOYEES****Employer Paid Sick Time for Part-time and Temporary Research Foundation Employees**

The Healthy Workplaces, Healthy Family Act of 2014 (AB 1522) went into effect January 1, 2015 and requires employers to provide paid sick time to all part-time student and temporary employees starting **July 1, 2015**. Part-time student and temporary employees of the Research Foundation will be given 24 hours of paid sick time per calendar year to use for sick related purposes only. This assembly bill does **not** affect benefitted staff currently accruing vacation and OPA time.

Usage/Facts:

- Part-time student and temporary employees hired by the Research Foundation for greater than 30 days will be credited/eligible to use paid sick time hours upon their date of hire.
- Sick time hours can be used in increments equal to or less than the number of regular hours they are regularly scheduled to work on a business day.
- Paid sick time can never be used on an employee's scheduled day-off (i.e. sick time cannot be used as vacation or personal time or for any reasons other than for being out sick).
- Employees may request paid sick time in writing or verbally, however, the use of paid sick time must be documented on the employee's timecard on a separate line as "sick time."
- When calling in sick, employees should notify their Supervisor/Manager at least 1 hour prior to the start of their regularly scheduled work shift.
- Employees are not required to find a replacement for their shift in order to use paid sick time.
- Employees cannot be retaliated against for requesting/using sick time.
- Employees can use sick time for their own illness or the illness of a family member for the diagnosis, care or treatment of an existing health condition, preventive care or for an employee who is a victim of domestic violence, sexual assault or stalking.
- Employees that use 24 hours of sick time prior to year-end will not qualify for paid sick time again until the beginning of the following calendar year.
- Unused sick time **will not** be carried over into the New Year. Sick hours will re-set to 24 at the beginning of each calendar year.
- Available sick hours will appear on the employee's paycheck stub.
- Unused sick hours will **not** be paid out upon termination, resignation, retirement or separation from the Research Foundation under any circumstances.

If you have additional questions or concerns, please contact the Research Foundation Payroll Department (ext. 5-8487 or 5-8486).

Thank you,

Stephanie Moreno
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