



## MEMORANDUM

DATE: June 21, 2015  
TO: All Employees  
FROM: Vicky Salgado – Director of Human Resources  
RE: Paid Sick Leave

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On Wednesday, July 15, 2015 the California Paid Sick Leave requirement took effect. The law requires Paid Sick Leave for virtually all California employees, including temporary employees and minimum part-time workers.

For the vast majority of Archdiocesan employees, the existing Archdiocesan sick-leave policy was already more generous than the minimums established by this law and the existing San Francisco ordinance however, this State law applies to a broader range of workers and contains several new requirements. We are extending and standardizing our existing policy for maximum ease of recordkeeping and use in the parishes, schools, cemeteries, the Seminary and to ensure we meet these new requirements with the greatest possible benefit to our employees.

Effective July 1, 2015, all employees of the Archdiocese of San Francisco (ADSF) will be eligible for Paid Sick Leave for absences due to illness.

Paid Sick Leave will accrue at a rate of .0384 per hour, with a ten (10)-day maximum in a twelve (12)-month period.

The maximum paid sick leave accrual at the Chancery is seventy-five (75) hours.

*Please note: Hours will be accrued in full unit increments, not in fractions of an hour.*

The maximum sick time balance an employee may accrue is sixty (60)-days (six times the annual maximum accrual) totaling four-hundred and fifty (450) hours maximum accrual; when an employee reaches the sixty (60)-day maximum threshold or if he/she currently has the maximum balance, no additional hours will be accrued until the employee uses paid sick-time and the balance is below the maximum threshold.

### **Uses of Paid Sick Leave:**

Employees may use their accrued sick leave for the purpose of their own personal illness or to attend to a child, parent, spouse, grandparent, grandchild, registered domestic partner or one other “designated person” (if there is not a spouse or registered domestic partner) who is ill. Leave for this purpose may not be taken until it has actually accrued.

- For purposes of sick leave use, a “child” is defined as a biological, foster, or adopted child, a stepchild, or a legal ward. A “child” may also be someone you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A “parent” is your biological, foster, or adoptive parent, a stepparent, or a legal guardian.
- A “spouse” is your legal spouse according to the laws of California.

If any of the individuals listed above needs preventative care, diagnosis, treatment or is a victim of stalking or sexual assault, paid sick leave may also be used.

**PLEASE NOTE: SICK LEAVE BENEFITS WILL NOT BE PAID UPON TERMINATION OF EMPLOYMENT FOR ANY REASON**

If an employee terminates his/her employment and is rehired within the twelve-month period, his/her paid sick leave accrual will be reinstated and available to the employee.

As mandated by law, effective the first pay-period of July 2015, the employee’s available sick leave accrual balance will be noted on the employee’s paycheck stub.

We thank you in advance for your assistance. Should you have any questions or concerns please contact Human Resources at 415-614-5540.