

**POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT**

DATE REVISED: 01/24/2024	MANUAL	POLICY NO. 2040
APPROVED BY: Board of Directors	POLICY TITLE Sick Leave	Page 1-2

PURPOSE OF POLICY

It is the policy of Union Public Utility District to establish and maintain a sick leave policy in order to assure that employees are afforded reasonable opportunities to address the medical needs of themselves and their immediate family members without loss of pay.

~~2040.1 All full-time, permanent employees of the District shall be entitled to 1 day or eight (8) hours of sick leave with pay for each month worked. Part-time employees will be eligible for 1 day of sick leave with pay for each month worked based on their daily work schedule (i.e., 40 hours = 8 hours per day, 30 hours = 6 hrs per day, 20 hours = 4 hours per day, etc.) Part-time employees working less than 20 hours per week and temporary employees are eligible for the prorated equivalent of 3 days per year sick leave, if they work at least a 90-day employment period during the year~~

2040.1 To minimize the economic hardships that may result from an unexpected short-term illness or injury to an employee or legal dependent, the District provides regular employees with sick leave.

~~2040.2 Part-time employees will be allowed to accumulate up to two hundred (200) hours of sick leave.~~

2040.2 All full-time employees of the District shall be entitled to eight (8) hours of sick leave with pay for each month worked.

2040.3 Sick leave is not considered vacation and is to be used only as set forth in Section 2040.7 of this Policy and for leaves of absence as set forth in policies 2045 and 2050 (Leaves of Absence). If all accrued sick leave is exhausted due to illness or injury, vacation may be used subject to the approval of the General Manager. An employee with no sick leave or vacation credit will not receive compensation for days not worked due to illness or injury. Abuse is grounds for disciplinary action.

2040.4 The bi-weekly pay record will reflect the current sick leave accumulation for each employee. Sick will continue to accrue with no maximum. When you retire from UPUD you will have the option to roll your remaining sick balance into service credit toward your PERS years of service.

PART-TIME EMPLOYEES

~~2040.5 Part-time regular employees will earn sick leave pro-rated based on the full-time equivalent percentage of his or her position, unless otherwise required by applicable law.~~

2040.5 Pursuant to California's Paid Sick Leave law, effective January 1, 2024, Union Public Utility District will provide part-time and temporary employees with 5 days or 40 hours of paid sick leave per year of employment.

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REQUIRED EVIDENCE

2040.6 When allowed by applicable law, the District reserves the right to require a satisfactory statement of a licensed medical practitioner whenever an employee misses work due to an illness, injury, or disability. The employee may be asked to provide a licensed medical practitioner's statement that verifies the beginning and ending dates of an illness, injury or disability, and/or the employee's ability to return to work without endangering his or her own safety or the safety of others. When requested, such verifications and releases may be a condition to receiving sick leave benefits or returning to work. Sick leave benefits are contingent upon maintenance of regular contact. Employees are expected to inform his or her supervisor and/or department manager of his or her absence prior to the start of the workday or within the first 15 minutes of the start of the shift (except in emergency situations), inform them of his or her estimated date of return to work and to maintain this communication. Employees who know he or she will be absent for more than five (5) consecutive working days, may need to apply for a leave of absence (see policy #2045, Family and Medical Leave) situations where a pattern of questionable sick leave has been established and determines it is warranted.

PERMISSIBLE SICK LEAVE USES

2040.7 Employees may utilize sick leave for the diagnosis, care or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. "Family member" is defined to include:

Any relation by blood, marriage, or adoption, who is a member of the employee's household, residing under the same roof, and any spouse or registered domestic partner, child, step-child, child of a domestic partner, grandchild, parent, step-parent, grandparent, brother, sister, in-laws (son, daughter, father, mother, brother, sister), or legal guardian of the employee, regardless of residence.

2040.8 Employees who are rehired within one year from the date of separation from the District shall have any accrued and unused paid sick days reinstated.