**Model Paid Sick Leave Policy**

*The policy outlined below is one that employers can fill in for use to implement a paid sick leave policy if they have not formulated one via writing yet. Following a 2015 law, it is required that employers provide at least 24 hours or three days of paid leave or paid time off if that employee works 30 or more days in California over the course of a year.*

*This policy is separate from the 2022* [*COVID-19 Supplemental Paid Sick Leave*](https://www.dir.ca.gov/dlse/COVID19resources/2022-COVID-19-SPSL-Poster.pdf) *policy from January 1, 2022 through September 30, 2022.*

**Purpose/Objective**

Effective [Date], [Company Name] provides paid sick leave to employees who have worked 30 or more days in California within a year of their employment with the company or at the time this policy becomes effective.

**Eligibility**

All employees who have worked 30 or more days in California within a year of their employment with the company or at the time this policy becomes effective.

**Procedures**

Eligible employees will accrue one hour of sick time for every 30 hours worked up to a maximum accrual of 48 hours or six days, whichever is greater, per calendar year.

On the **90th day**\* of employment, eligible employees may begin to use paid sick time under this policy in increments of two hours, up to a maximum of 24 hours, or three days, whichever is greater, per calendar year.\*\*

Accrued, unused time under this policy will carry over each year up to a maximum accrual of 48 hours or six days, whichever is greater.

Leave under this policy may be used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, an employee or an employee’s immediate family member. “Family member” for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents and siblings. Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.

Employees requesting time off under this policy should provide as much advanced notice to [human resources/other job title] as practicable, and employees who take more than three days of leave may be required to provide appropriate documentation to [human resources/other job title] in support of the leave taken.

*[Optional: The company may choose to pay out unused time from this policy when an employee leaves/separates from the company]*

Employees who are re-employed with the company within a year of separation will have their accrued unused bank of time off under this policy made available to them.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

For more information regarding leave under this policy, contact [human resources/other job title].

\*A company may choose to allow paid leave to be used prior to this date, but it cannot be after 90 days.

\*\*A company may choose to have a higher accrual rate at their discretion.

**Next Steps:**

* [This Notice](https://www.dir.ca.gov/dlse/Publications/Paid_Sick_Days_Poster_Template_%2811_2014%29.pdf) must be posted where employees can see it, and sent electronically to those who are not physically at the work site.
* Share the policy with employees.
* Provide employees resources about CFRA & FMLA
* Determine how you will track the sick time that employees accrue- this is the employer’s responsibility.