

Questions & Answers About How to Earn and Use Sick Leave Hours

Q: What is Sick Leave?

A: Sick Leave (also called ‘sick pay’) is something workers earn and can use when they are not able to work for their employer due to illness, injury, or a health condition.

Q: What is the Sick Leave Law?

A: In June 2018, the City and County of San Francisco – Office of Labor Standards Enforcement (“OLSE”) adopted a Paid Sick Leave Ordinance. The ordinance aligns with the state of California’s laws that allow workers to earn paid sick leave. You can find more information about paid sick leave here: <https://sfgov.org/olse//paid-sick-leave-ordinance-pslo>.

Q: How is sick time earned?

A: A worker earns sick time as they work for their employer.

Q: When does a new worker start to earn sick time?

A: New workers will accrue sick leave when their employment begins under the Employer.

Q: How many hours of sick leave can a worker earn?

A: A worker will earn sick time at a rate of 1 hour for every 30 hours worked. The maximum amount of sick time a worker can earn in a calendar year is 48 hours.

Q: What is a calendar year?

A: A calendar year is from January 1 to December 31 of any given year.

Q: When can a new worker first use earned sick leave?

A: A new worker may first use earned sick leave hours on the 90th day of their employment under an Employer.

Q: How does a worker know how much sick time they have earned?

A: Workers can see earned sick time hours on their pay stubs in BetterOnline™ or on their paper paystubs.

Q: How can a worker get paid for sick time?

A: The worker can add the service code 465-ASICK to their online or paper timesheet. The employer needs to approve the timesheet and the dates on which sick time will be used.

Q: Can a worker earn sick time if they only work 15 hours per week?

A: Sick time is only earned once a worker has worked 30 hours. For example, a worker who works 15 hours per week will earn one hour of sick time after working two weeks at 15 hours per week.

Q: Will sick time earned in 2020 be able to be used in 2021?

A: Yes, employees who worked 30 hours or more in 2020, will start off with a balance of 48 hours of sick time in 2021.

Q: Can a worker submit for sick hours on a date that the employer is hospitalized, to prevent loss of work hours?

A: No, sick time can only be used if the worker was unable to work due to personal illness or personal needs, such as a doctor's visit. Sick time cannot be used by a worker when their employer is sick or hospitalized.

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Q: If a worker is separated from the Employer prior to the first 90 days, but rehired within one year, can they use the sick time they earned before separation?

A: Yes, the prior days of employment count toward the 90 days and the worker can use previously earned and unused sick time.

Q: What happens to my earned sick time if my employer passes away? Can earned sick time be paid out?

A: No, earned sick time is not eligible to be paid out in a lump sum after the employer passes away.

Q: Who can I contact to get more information about this?

A: Workers can contact PPL's Customer Service team at:



Customer Service Phone (English): [1-877-522-1053](tel:1-877-522-1053)



Customer Service Phone (Spanish): [1-877-522-1054](tel:1-877-522-1054)



Customer Service Phone (Cantonese): [1-877-522-1055](tel:1-877-522-1055)

E-Mail: caggrc@pgus.com

For more information about BetterOnline™, timesheets, and the GGRC Respite Program go to:

<https://www.publicpartnerships.com/state-programs/> and click on 'California'.