

**PAID SICK LEAVE POLICY**

Pathways Academy Adult Education (“PAAE” or the “School”) complies with all laws for the provision of paid sick leave for employees. Paid sick leave may be used for an employee’s own illness or time off to care for family or dependents, which include children, parents, spouse, registered or domestic partner, grandparents, grandchildren, siblings and those related to the employee by blood or affinity equivalent. Sick leave may also be used when an employee needs to manage matters surrounding domestic violence, sexual assault, stalking or when their worksite or their child’s school or daycare closes due to public health emergencies.

Certificated and Classified employees who regularly work at least 30 hours per week will accrue one (1) sick day per month in paid status. Nonexempt employees that are paid semi-monthly, will accrue the equivalent of one half day per pay period. All employees who fall under this accrual method are guaranteed to accrue a minimum of 24 hours by the 120<sup>th</sup> day of employment and subsequent accrual years in accordance with State law. Employees will be paid at their regular rate when they take paid sick leave. Certificated staff paid based on student counts will continue to be paid their regular rate based on their student count during the period of absence.

The School provides all part-time, per diem, seasonal and temporary employees who work at least 30 days in California within a year with at least 24 hours (3 days) of paid sick leave in a 12 month period. Employees earn at least 1 hour of paid leave for every 30 hours worked. Part-time, per diem, seasonal and temporary employees may accrue more than 24 hours (3 days) of paid sick leave in a year, however, the accrual will be capped at 48 hours (6 days), in compliance with both State and city ordinances.

Paid sick day balances are available for employee review through the payroll system and on pay stubs. Employees begin accruing sick leave hours on the first day of employment and can begin using hours as they are accumulated. Paid sick leave must be taken in increments of no less than 30 minutes. Employees are not required to find a substitute to perform their duties in their absence.

Accrued, but unused sick days are not paid out by the School at the time of separation. However, employees who terminate employment and are rehired within one (1) year of termination (or 6 months for employees working in the city of San Diego) regain their previously unused accrued sick leave.

If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work must be provided to the School. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee’s absence regardless of the length of absence.

Should an employee exhaust their available sick leave, an extended unpaid medical leave may be granted with written proof of a qualifying need and approval by the CEO or School Director.

Employee requests for unpaid medical leave must be approved in advance and will be considered on a case by case basis.