

Carnegie Mellon University

California Paid Sick Leave Protocol

(For Employees Not Eligible for PTO)

1. Scope

The purpose of this protocol is to comply with the California Healthy Workplace Healthy Family Act of 2014 (also known as California Paid Sick Leave Law). This protocol applies to any employee who works for more than 30 days per year in the state of California and who is **not** eligible to receive PTO or Special Faculty Vacation.

2. Sick Leave

a. Eligibility and Accrual

Any faculty or staff member who works for more than 30 days per year in the state of California and who is **not** eligible to receive PTO or Special Faculty Vacation is eligible for Paid Sick Leave.

Full-time staff members and special faculty members are eligible for PTO or Special Faculty Vacation and therefore are not eligible to receive Paid Sick Leave.

Eligible employees accrue Paid Sick Leave on an annual fiscal year basis. On July 1 of each year, eligible employees will receive 24 hours of Paid Sick Leave.

Employees hired after July 1, who are eligible for Paid Sick Leave, will receive 24 hours of Paid Sick Leave on the first day of employment. Although Paid Sick Leave automatically accrues on the first day of employment, eligible employees must work for at least 90 days to be eligible to use Paid Sick Leave.

b. Use of Sick Leave

Paid Sick Leave may be used in hourly increments. Where the need for time off is foreseeable, Paid Sick Leave must be scheduled in advance and is subject to approval by your supervisor. Where the need for time off is unforeseeable (e.g., illness, emergency, etc.), you must notify your supervisor of the need for leave as soon as practicable. Holidays, jury duty and bereavement leave are provided under separate policies and do not count as Paid Sick Leave.

Employees are encouraged to keep records of their Paid Sick Leave earned and used. For each pay period, the university will provide you with notice of the amount of Paid Sick Leave available for use. This notice may be provided electronically (e.g., via Workday), on your pay statement or in a separate writing.

d. Carry-Over of Sick Leave

Up to 24 hours of Paid Sick Leave that is earned but not used may be carried over into the following fiscal year.

e. Conversion of Sick Leave

Employees shall not be paid for unused Paid Sick Leave upon separation from the university.

Employees who transition to a full-time position that is eligible for PTO or Special Faculty Vacation will not be eligible for Paid Sick Leave. In such cases, any accrued but unused Paid Sick Leave will be converted to PTO or Special Faculty Vacation, as applicable.