

REOLUTION NO. 19-15

**A RESOLUTION OF THE OF THE BOARD OF DIRECTORS OF THE
RUNNING SPRINGS WATER DISTRICT ADOPTING A MINIMUM PAID SICK
LEAVE POLICY FOR PART TIME EMPLOYEES**

WHEREAS, the District Board adopted Ordinance No. 39, effective January 16, 2013, which set forth District employment standards and provisions; and

WHEREAS, the employment standards and provisions set forth by Ordinance No. 39 were identified in the District Personnel Manual; and

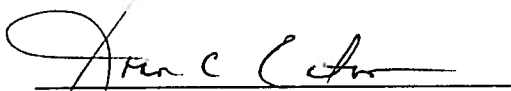
WHEREAS, pursuant to the Healthy Workplace Healthy Family Act of 2014 (AB 1522), Labor Code sections 245-249, an employee who, on or after July 1, 2015, works in California for thirty or more days within a year from the beginning of employment is entitled to minimum paid sick leave; and

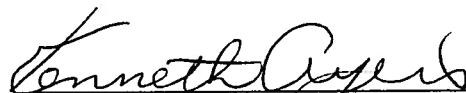
WHEREAS, AB 1522 also requires greater use of existing sick leave beyond what is currently included in the District's policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Running Springs Water District that the District adopts the attached Minimum Paid Sick Leave Policy for part time employees and revised use of sick leave and medical certification policy, attached hereto and made a part hereof.

ADOPTED this 17th day of June, 2015.

ATTEST


Secretary, Board of Directors
Running Springs Water District


President, Board of Directors
Running Springs Water District

MINIMUM PAID SICK LEAVE POLICY

1. MINIMUM PAID SICK LEAVE

1.1 *Eligibility.* An employee who, on or after July 1, 2015, works thirty (30) or more days within a year from the commencement of employment is eligible for Minimum Paid Sick Leave. This policy is intended to comply with the requirements of the Healthy Workplaces, Healthy Families Act of 2014 at Labor Code section 246 and should be interpreted consistently.

1.2 *Accrual of Minimum Paid Sick Leave.* Employees who are eligible as of July 1, 2015, will be granted one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued. Accrued paid sick leave shall carry over to the following year of employment and is capped at 48 hours. Employees are not eligible to accrue unless their accrual bank is less than 48 hours. The Minimum Paid Sick Leave entitlement and its use shall be reflected on the covered employee's regular pay stubs. Minimum Paid Sick Leave will not be paid out on termination.

1.3 *Use of Minimum Paid Sick Leave.* Leave may be used for any purpose sick leave is otherwise typically used pursuant to policy and consistent with those uses set forth in the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). These uses include, but are not limited to use by a covered employee for preventative care or diagnosis, care, or treatment of an existing health condition for the covered employee or his or her family member; and use by a covered employee who is a victim of domestic violence, sexual assault, or stalking. A covered employee may not be required to find a replacement worker in order to utilize Minimum Paid Sick Leave. Use of paid sick days is limited to 24 hours in each year of employment.

1.4 *Procedural Requirements.* Procedural requirements, including those requirements related to notice, request of use, acceptable uses, prohibited uses, minimum increments, and medical certification shall be governed by the District's existing policies relating to sick leave.

2. USE OF SICK LEAVE (ALL EMPLOYEES)

Any paid leave assigned for use during the covered employee's own illness and Minimum Paid Sick Leave, shall be available for the following uses:

- An absence necessitated by an employee's own or a family member's illness or injury, defined to include diagnosis, care, or treatment of an existing health condition, among other things.
- An absence necessitated by the employee's own or a family member's need for preventative care, defined to include medical, dental, or vision appointments.
- An absence due to an employee's exposure to a contagious disease when quarantine is imposed by health authorities or on the advice of a physician when the presence of the employee at work could endanger the health of others.

- An absence required by an employee who is the victim of domestic violence, sexual assault, or stalking, to: (1) attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child; (2) seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; (3) obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; (4) obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or (5) participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

For purposes of this Section, “family member” is defined consistent with Labor Code section 245.5(c), which generally includes child (including foster, legal ward, and those similarly situated), parent (including spouse’s parent, guardian, and those similarly situated), spouse, registered domestic partner, grandparent, grandchild, and sibling. Employer may require such paid leaves to be used, when available, in conjunction with any medical leave.

3. MEDICAL CERTIFICATION

Employer may, at its discretion, require an employee who has a medically related absence for more than twenty four (24) hours of consecutively scheduled work days to furnish medical certification of the illness or injury necessitating the absence. If an employee cannot provide certification, the employee’s supervisor has the option to deny the sick leave request and convert the time to unexcused absence. Employer may also, at its discretion, require an employee absent for more than twenty four (24) hours of consecutively scheduled work days to furnish medical certification that he or she is fit for duty prior to returning to service.