Sonoma County Office of Education

Escape – HFA Sick Leave

Healthy Families Act 2014 Review and Setup
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What is AB1522?

AB 1522 Requires California Employers to Update Paid Sick Leave Policies

On September 10, 2014, Governor Brown signed AB 1522 into law (the “Healthy Workplaces, Healthy Families Act of 2014”). The law requires many California employers to provide paid sick leave benefits to their employees.

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

Exceptions: Employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air carriers are not covered by this law.

An employer may limit the amount of paid sick leave an employee can use in one year to 24 hours or three days. Accrued paid sick leave may be carried over to the next year, but it may be capped at 48 hours or six days.

https://www.dir.ca.gov/dlse/ab1522.html
**Employer Responsibilities**

There are several things employers must do to comply with the Healthy Workplace Healthy Family Act of 2014 (AB 1522).

- Display [poster on paid sick leave](#) where employees can read it easily.
- Provide written [notice to employees with sick leave rights](#) at the time of hire.
- Provide for accrual of one hour for every 30 hours worked and allow use of at least 24 hours or 3 days or provide at least 24 hours or 3 days at the beginning of a 12 month period of paid sick leave for each eligible employee to use per year.
- Allow eligible employees to use accrued paid sick leave upon reasonable request.
- Show how many days of sick leave an employee has available. This must be on a pay stub or a document issued the same day as a paycheck.
- Keep records showing how many hours have been earned and used for three years.

**Employee Usage**

- An employee may use accrued paid sick days beginning on the 90th day of employment.
- An employee may request paid sick days in writing or verbally. An employee cannot be required to find a replacement as a condition for using paid sick days.
- An employee can take paid leave for employee’s own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.
THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT  
(Poster may be printed on 8 1/2” x 11” letter size paper)

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014
PAID SICK LEAVE

Entitlement:

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.

- Paid sick leave accrues at the rate of 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.

- Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.

Usage:

- An employee may use accrued paid sick days beginning on the 90th day of employment.

- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

- An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website [http://www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm) using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.
Who is Affected

Provides paid sick leave for all employees who work 30 or more days for an employer in a year.

- Classified and Certificated Substitutes employed on an on-call or day-to-day basis, as well as long term subs
- Seasonal workers (such as walk-on coaches)
- Temporary Employees (special projects, long term temps, or per diem or stipend).
- Employees who receive a W-2, even if they are paid by a stipend

Who is NOT Affected

- Employees already receiving sick leave
- Employees covered by a qualifying collective bargaining unit agreement are not covered by this law
- CalPERS Retirees are excluded (GC 21229)

Methods to Earn Sick Leave

There are two methods for providing sick leave for HFA:

**Option 1 – Accrual**

- After working 30 Days – Grant 1 hours of sick leave for every 30 hours worked
- Carryover – Max of 6 Days or 48 hours
- Leave15 Healthy Families Leave Earned - Accrual

**Option 2 – Up Front**

- Grant 3 days of sick leave regardless of the number of hours/days worked
- OR after working 30 Days – Grant 3 days sick leave
- No Carryover
- Leave16 Healthy Families Leave Earned – Up Front

Transfer Sick Leave

AB1522 does not require a transfer of sick leave balance to another District. However, if the employee is rehired by current District within 12 months following resignation/separation, the employee can reclaim the sick leave balance upon rehire.
Leave Group Setup

The leave group is an indicator for leave granting for employees covered under the Healthy Families Act (AB1522). You will need to set up an HFA leave group and assign that leave group to all applicable employees.

**Go to HR/Payroll – Setup – Leave Groups**

- Select New
- Leave Group must start with HFA
  - Recommended Leave Groups:
    - HFADAYS (Certificated)
    - HFAHRS (Classified)
- Save/Close
Leave Balance Profile Setup – Accrual Option

Employees earn at least 1 hour of sick leave for every 30 hours worked. Accrued Sick Leave may be carried over from year to year, but the employer may cap it at 48 hours/6 days. An employee may use accrued sick leave on the 90th day of employment. Employers must show how many days of sick leave an employee has available. This must be on a pay stub or an official document issued on the same day as payroll.

Go to HR/Payroll – Setup – Leave – Balance Profiles

Accrual Option:

Profile Information:
- Select New
- Enter HFA Leave Groups
- Leave Balance: Sick Leave
- Notes: Use Notes for Description

Grant Information:
- Basis: None
- Occurs: No Grant
- Timing: No Grant
- Mid Year Services Change: 1
  (Month Change Occurs)
- Dock: Select Option (District Choice)
- Sequence: 1-5 Allowed up to 5 Leaves Balances to print on pay stub
- Units: Days or Hours
- Limit Carryover: Yes
- Carryover: 6 Days or 48 hours
- Save/Close

Example Accrual Option:
**Leave Balance Profile Setup – Up Front Option**

Districts can grant 3 days of sick leave regardless of the number of days/hours worked **OR** Districts can grant 3 days of sick leave AFTER working for 30 days. There is NO carry over from year to year. The employee must “Use it or Lose It”.

**Go to HR/Payroll – Setup – Leave – Balance Profiles**

**Up Front Option:**

Profile Information:
- Select New
- Enter HFA Leave Groups
- Leave Balance: Sick Leave
- Notes: Use Notes for Description

Grant Information:
- Basis: None
- Occurs: No Grant
- Timing: No Grant
- Mid Year Services Change: 1
  {Month Change Occurs}
- Dock: Select Option
- Sequence: 1-5 Allowed up to 5 Leaves Balances to print on pay stub
- Units: Days or Hours
- Limit Carryover: Yes
- Carryover: 0.00 {No Carryover for Up Front Option}
- Save/Close

**Example Up Front Option:**

![Image of HR/Payroll - Setup - Leave - Balance Profiles]

<table>
<thead>
<tr>
<th>Profile Information</th>
<th>Grant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Group</td>
<td>Basis: None</td>
</tr>
<tr>
<td>Leave Balance</td>
<td>Occurs: No Grant</td>
</tr>
<tr>
<td>Cap By Balance</td>
<td>Timing: No Grant</td>
</tr>
<tr>
<td>Cap Includes Balance Forward</td>
<td>Mid Year Services Change: 1 {Month Change Occurs}</td>
</tr>
<tr>
<td>Allow Projections</td>
<td>Dock: Select Option</td>
</tr>
<tr>
<td>Notes</td>
<td>Sequence: 1-5 Allowed up to 5</td>
</tr>
<tr>
<td>Portal Description</td>
<td>Leaves Balances to print on pay stub</td>
</tr>
<tr>
<td>Portal Timesheet Leave Types</td>
<td>Units: Days or Hours</td>
</tr>
<tr>
<td>Active</td>
<td>Limit Carryover: Yes</td>
</tr>
<tr>
<td>Created By</td>
<td>Carryover: 0.00 {No Carryover for Up Front Option}</td>
</tr>
<tr>
<td>Created Date</td>
<td>Save/Close</td>
</tr>
<tr>
<td>Edit User</td>
<td></td>
</tr>
<tr>
<td>Edit Date</td>
<td></td>
</tr>
</tbody>
</table>
Add Leave Group to Temporary Employees

Go to HR/Payroll – Employment – Employee Management

Create a list using the Search Criteria:

- Section 1
  - Employment Status: EM {Employee}
  - Employment Type: Select Temporary Types
    - Hold Ctrl Key to select multiple types

- Click Go to create list
- Go to Tasks
  - Select Show Tabs
  - Use the drop down and Select Employee Management and Leave Tabs
- In the Filter Tab select Employee and Leave to limit Tabs
- Once selected, press Enter to populate
- Click Ok

- From the list, open the employee record to update the Leaves Tab
- Go to Leaves section, select Tasks in the lower tool bar
- Select Change Leave Overrides
• Leave Base Date: Default is hire date, if Different, then enter date
• Leave Group: Select HFA Group Codes
  Example:
  ▪ Certificated HFADAYS
  ▪ Classified HFAHRS

Click Ok

Click Next to continuing working the list or Save/Close

Be mindful of the Leave Group Override when a temporary employee is hired in a regular assignment the Leave Group Code must be overridden to appropriate Code
Track Days Worked

Additional Pay

Days worked should be entered in an Additional Pay batch or Adjust Payroll if your District is tracking 30 days worked to become eligible for HFA Leave Grant.

**Go to HR/Payroll – Employment – Additional Pay**

- Select New to create a batch that will post to Adjust Payroll

- Enter Batch Information
  - Pay Date
  - Description
  - File Name: Locate Import File
  - Pay Cycle
  - Pay Period
- Go to the Employees Tab
- Click New to Add Employees
- Enter Employee, Addon, Unit etc…
- Dys Wrkd: Enter the number of days worked
  - Any amount over 15 minutes is considered 1 Day
  - This allows the system to track the number of days for qualification
- Continue entering in employee information
- Save/Close
- Open batch
- Go to Tasks and Submit
- Open Batch
- Go to Tasks to Post Addon Pay
- Go to Adjust Payroll to make sure the batch posted as expected
  - Search by Batch Id
- Remember to check for errors
**Adjust Payroll**

Days Worked must be entered in Adjust Payroll in Addon earnings if your District is tracking 30 days worked to become eligible for HFA Leave Grant. This field is open to edit even in closed payrolls.

**Go to HR/Payroll – Payroll – Adjust Payroll**

- Employee Id: Enter partial last name to select from menu
- Click Go

- Open Pay Period
- Open the Addon or enter New Addon
- Enter in the Addon, Units, Effective Date
- Days Worked: Enter number of days worked
  - Any amount over 15 minutes is considered 1 Day

**NOTE:** The Days Worked field remains open in Adjust Pay for editing even if the pay period is closed
Grant Leaves

Granting Leaves for employees that do not have Assignments is done manually or using an import file in Leave Transactions.

First run the Leave15 HFA - Accrual or Leave16 HFA – Up Front depending on the method the District has elected to give eligible employees.

Go to HR/Payroll – Reports – Leave

- Year Starts on: Fiscal year begin
- Sort Option a) Summary or i) Import Format EXPORT

Leave 15 – Healthy Families Leave Earned – Accrual

![Screenshot of HR/Payroll - Reports - Leave]

Review the Owed Column to see who should be granted sick leave

- Review the Owed Column to see who should be granted sick leave
- If only a few employees then manually enter in Leave Transactions
- If many employees are owed then select i) Import Format EXPORT to create an import file.
### Leave 16 – Healthy Families Leave Earned – Up Front

Review the Owed Column to see who should be granted sick leave.

<table>
<thead>
<tr>
<th>EmpId</th>
<th>Hired</th>
<th>Start</th>
<th>End</th>
<th>Work Days</th>
<th>Leave Earned</th>
<th>Unit</th>
<th>Code</th>
<th>Granted</th>
<th>Used</th>
<th>Balance</th>
<th>Owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>07/01/2021</td>
<td>06/30/2022</td>
<td>3.00</td>
<td>24.00 Hours</td>
<td>SICK</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>24.0000</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>07/01/2021</td>
<td>06/30/2022</td>
<td>0.00</td>
<td>3.00 Days</td>
<td>SICK</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>3.0000</td>
<td></td>
</tr>
</tbody>
</table>

**Effective 09/27/2021**

Total # of Lines: 2
Create Import File

To create an import file use the Sort Option i) Import Format EXPORT and click on Go/Export, Excel Data

Example Export: Leave as is to Import in Leave Transactions
- Recommend to change the Comment field to “HFA Grant”
- Comment: HFA Grant
- **Save as .CSV (Comma delimited)**
- Close file before importing
**Leave Transactions**

HFA Leaves are Granted in Leave Transactions. This can be manually entered or imported.

**Go to HR/Payroll – Employment – Leave Transactions**

- Click New to create a batch

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**Import Option**

**Batch Setup:**
- Enter the Year, Month and Comment
- File Name: Click in the field to activate
- File Type: Standard
- Locate the Import File
- Save/Close
Note Errors for Review

Open File
Correct Errors if applicable
Review Leave Detail

Go to Tasks to select Post Leave Usage

Return to the Leave Report and rerun with same parameters to verify the Owed column is now blank
Manual Option

Batch Setup
- Enter the Year, Month and Comment
- Go the Leave Detail Tab to enter employees

Leave Detail Tab
- Click New
- Enter Employee Id or type partial last name to select
- Begin Date:
- Trans Type: Grant
  - Press Enter; Red X will be removed from Leave Type
- Balance: Sick
- Amount: From Owed Column on Leave15 or 16

- Continue to enter employees
- Save/Close Batch
- Go to Tasks to select Post Leave Usage
- Return to the Leave Report and rerun with same parameters to verify the Owed column is now blank