

California Academy of Sciences and

Cal Academy Workers United

Management's Comprehensive Package Proposal on all Outstanding Issues

March 27, 2025

IV. SICK LEAVE

Employees who miss work because of an illness or other authorized medical reason may use their accrued sick leave in order to receive pay for the missed time.

An employee may use accrued sick leave for the following reasons:

- when they are ill or injured, or for the purpose of the employee's receiving medical care, treatment, or diagnosis, as well as to aid or care for the following persons when they are ill or injured or receiving medical care, treatment, or diagnosis:
- child, parent, legal guardian or ward, sibling, grandparent, grandchild, spouse, or registered domestic partner under any state or local law. The aforementioned relationships include a biological relationship as well as those resulting from adoption, step-relationships, and foster care relationships.

If an employee has no spouse or domestic partner, the employee can designate one person for whom they can use sick leave to aid or provide care. The designated person does not have to be a relative. Employees are permitted to use all of their accrued paid sick leave for a designated person. The designated person can be chosen within ten days of hire, then once a year during open enrollment.

SICK LEAVE ACCRUALS

Each employee will have two days of paid sick leave in their bank as of the date of hire. Subsequently, Regular employees scheduled to work 40 hours per week (1.0 FTE) accumulate sick time at a rate of 3.08 hours per pay period, which annualizes to 10 sick days per calendar year. This accrual is prorated for employees between 0.5 and 1.0 FTE. On-call employees and those who work fewer than 20 hours per week accrue sick leave at a rate of 0.33 hours per hour worked. Eligible new employees begin to accumulate sick leave at the date of hire and are allowed to use it as it is accumulated. Sick leave accruals are recorded on employees' paycheck stubs.

Unused sick leave is carried over from year to year up to a maximum of 120 workdays (960 hours) for employees at 0.5 FTE and over. Sick leave accruals for on-call employees and employees who are

below 0.5 FTE are capped at 80 hours. Once the maximum is reached, no further sick time accumulates until the employee uses their sick leave and falls below the cap.

For exempt classified employees, medical appointments are counted as paid time off.

Sick leave is not earned by an employee on unpaid leave of absence, long-term disability, or workers' compensation leave.

Unused sick leave benefits are not paid upon termination of employment from the Academy.

ABSENCE NOTIFICATION

Employees must notify their immediate supervisor in advance of an absence from scheduled work or as soon as possible after the absence has begun.

If an employee is absent for five or more days, a doctor's note or medical certification may be required.