

GROSSMONT UNION HIGH SCHOOL DISTRICT

Healthy Workplaces, Healthy Families Act of 2014 / updated Jan. 2024

Paid Sick Leave

As of July 1, 2015, non-contracted employees (substitutes, AVID tutors, Teacher's Assistants, student workers, short-term employees, and after school program workers) will earn sick leave at the rate of one (1) hour of sick leave for every thirty (30) hours worked. These accrued sick leave hours will be printed on the employee's monthly pay warrant.

As of January 1, 2024, an employee may earn up to 5 sick leave days in a fiscal year, use up to five (5) sick leave days per fiscal year, and can carry over up to ten (10) unused sick leave days into a new fiscal year.

An employee may use sick leave for diagnosis, care, or treatment of an existing health condition for him/herself or for a family member. Family members include:

- A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of the child's age or dependency status.
- A parent, which means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stands in loco parentis when the employee was a minor child.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

An employee can only use sick leave for a job he/she has already accepted. If the need for leave is foreseeable, the employee should provide reasonable advance notice. If the need for leave is unforeseeable, the employee shall provide notice as soon as practicable.

An employee can use sick leave in increments, but not less than a two hour increment.

The rate of pay for sick leave will be at the hourly wage the employee would have received for completing the job for which the employee calls in sick.

A non-contracted certificated employee must cancel their assignment in the Frontline Absence System either by phone or online. Additionally, the employee must contact the Personnel Technician who services their name (see below by last name) to submit a sick leave request to payroll.

A-G Ravelle Cowhey rcowhey@guhsd.net or (619) 644-8025

H-M Denise Smith desmith@guhsd.net or (619) 644-8034

N-Z Abby Fazekas afazekas@guhsd.net or (619) 644-8026

Please include first/last name, and the job # that was canceled. A non-contracted classified employee will record a sick leave absence on a timesheet at the site where the assignment was missed.