

CHANCERY/PARISH SICK LEAVE POLICY

This Diocese of Oakland provides paid sick leave for preventative care or the diagnosis, care or treatment of an existing illness, injury or health condition of an employee or family member, or designated person, or for any employee or family member, or employee who is the victim of sexual assault or stalking. Sick leave must always be utilized for legitimate illness and medical/dental appointments only. This paid sick leave policy applies both to exempt and non-exempt policies.

How an employee's paid sick leave is calculated is determined by the employee's classification as follows:

A. Probationary Full-Time Employees, Regular Full-Time Employees & Regular Part-Time Employees with Benefits, Temporary Full-Time Employees

Employees in these classifications working a 40 hour work week shall accrue paid sick leave at the rate of 8 hours per calendar month. Employees working a 37.5 hour work week shall accrue paid sick leave at the rate of 7.5 hours per calendar month.

Employees in these classifications shall be permitted to accumulate accrued and unused sick leave, up to a maximum amount (cap):

- 1) For 12 month employees working a 37.5 hour week, 450 hours;
- 2) For 12 month employees working a 40 hour week, 480 hours;
- 3) For 10 month employees is 375 hours.
- 3) For 11 month employees is 412.5 hours.
- 4) For employees working more than 25 but fewer than 37.5 hours per week, the cap is prorated; however, all employees shall be permitted to accumulate up to 72 hours of accrued but unused paid sick leave.

B. Regular Part-Time Employees without Benefits; Temporary Part-Time Employees

Employees in these classifications (i.e., those working fewer than 25 hours a week) working at the Chancery or a parish in the City of Oakland will receive 24 hours paid sick leave frontloaded as follows: 1) On March 1, 2015; and 2) On January 1 of each successive year the employee is employed with the Diocese of Oakland; 3) in addition, employees working in the City of Oakland shall accrue 1 hour of paid sick leave for every 30 hours worked.

All other employees in these classifications will receive 24 hours of paid sick leave frontloaded as follows: 1) On July 1, 2015, 24 hours frontloaded; and 2) On January 1 of each successive year the employee is employed with the Diocese of Oakland.

Employees in these classifications can accumulate accrued and unused sick leave, up to a maximum amount (cap) of 72 hours. Employees in these classifications shall not receive front

loaded sick leave as of January 1 if they are capped as of that date. However, once the employee reduces the sick leave below the cap, the employee shall receive all or a portion of the 24 hours of sick leave available during that calendar year (and for employees working at the Chancery or in a parish in the City of Oakland) begin to accrue sick leave, but in no event shall the employee exceed the cap.

Sick Leave Policies Applicable to All Classifications

Advance Notice: Employees are required to provide reasonable advance notification of the need to utilize paid sick leave as soon as practicable. Reasonable, advance notice is defined as at least two weeks advance notice for planned medical appointments and at least two hours before the start of the work day in case of unanticipated illness or medical situation. Notification should be given in writing when possible, by email, or in not, then by telephone to the employee's direct supervisor.

Appointments with doctors should be scheduled outside work hours whenever possible to avoid disruption of the employee's work duties. When this is not possible, time off for medical and dental appointments will be considered as paid sick leave. A one hour time increment shall be the reasonable, minimum increment for use of paid sick leave for medical or dental appointments during work hours.

Termination from Employment: Employees will not receive pay in lieu of paid sick leave under any circumstances. Upon termination of employment, an employee will not be paid for any accrued and unused sick leave, nor can such sick leave be utilized for vacation. If the employee is rehired within 12 months of the date of separation from the Diocese of Oakland, previously accrued and unused sick leave shall be reinstated, consistent with the capping provisions of this policy. Employees who are transferred from one Diocesan site to another, without a break in employment, may transfer accrued and unused paid sick leave not exceeding the cap.

Multiple Work Locations: Employees working at multiple parishes will receive sick leave pursuant to this policy as if they worked at a single location. Employees working 25 hours a week or less will receive the frontloaded paid sick leave on the dates designated herein. Employees who work at a parish in the city of Oakland will also accrue for those hours worked at the parish located in the city of Oakland.

Waiting Period: Employees who have not worked previously at the Chancery or parish can use paid sick leave 30 days after the commencement of employment. There is no waiting period otherwise.

No Advances; No Paid Sick Leave During Leaves of Absence: Employees shall not accrue sick leave in advance of accruing it or receiving it by frontloading. Employees shall not accrue sick leave when they are on an unpaid leave of absence.

Recordkeeping: Employees shall be provided by the Chancery or parish where employed either a pay stub or written document on pay dates showing the number of paid sick days available to the employee.

Overtime: For employees not exempt from overtime, sick leave accrues for all hours worked, including overtime worked in a work day or work week. For employees exempt from overtime, sick leave accrues for that employee based on a 40 hour work week, absent clear and convincing evidence the employee's regular work week is less than 40 hours.

Integration: This policy is intended to permit employees to utilize paid sick leave accrued but not used previously under the Diocese of Oakland's policies, consistent with the capping provisions in such prior policy and this policy.

Note: This policy combines aspects of the California Healthy Workplaces, Health Families Act of 2014 (Labor Code §245.5, 246, 247.5) and Oakland's Measure FF. Questions concerning any aspect of this policy, or its implementation, should be directed to the Director of Human Resources for the Diocese of Oakland.

{This policy replaces the existing Sick Leave Policy for Chancery/Parish employees in the Personnel Policies Handbook}