FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: 1 SOP: 1116

SECTION: 1100 PERSONNEL

SUBJECT: Part-time and Volunteer Sick Leave Procedure

All members shall familiarize themselves with, and be obedient to this process for requesting sick leave.

**Background:**

State of California Legislature passed the Health Workplaces/Healthy Families Act of 2014, California’s New Paid Sick Leave Law (AB 1522). This law requires employers to provide 3 days or 24 hours of paid sick leave annually. Sick leave may be used within the fire district’s fiscal year (July 1 – June 30). Labor Code section 230(c) and 230.1(a) state permissible uses of sick days or hours to include the employee’s own illness which makes him/her unable to perform essential job functions, the diagnosis, care or treatment of an existing health condition or preventive care for the employee or a family member or specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

**Process:** When a part time employee or volunteer fire fighter chooses to claim paid sick leave, the following process will be followed:

1. Part-time employees:
	1. On the day the employee is scheduled to work, at the earliest opportunity a phone call, email or text will be placed to the employee’s supervisor indicating the employee is unable to work for any of the permissible uses stated in the Labor Code. Notification may be made either orally or in writing.
	2. If the employee is sick at the beginning of the work day, 8 hours of sick leave will be paid to the employee. If the employee becomes ill during the work day and must leave work, the remaining hours of the 8 hour shift will be paid (example, works 8-12, but leaves at 12 not working the afternoon hours, 1-5. 4 hours sick leave will be paid).
	3. The fire district policy is attached. By law, 3 days or 24 hours will be allowed each fiscal year (July 1-June 30). There is no accrual or carryover of unclaimed days/hours and no payoff of unclaimed days/hours. Sick leave may be claimed after 90 days of employment.
2. Volunteer fire fighters:
	1. Volunteer fire fighters are paid per emergency and per training drill. There isn’t an hourly pay rate.
	2. A volunteer fire fighter will submit a written request for sick leave. In the written request, the date of illness and the emergency call(s) or training drill missed will be included.
	3. Per the attached policy, each emergency call will equal 2 hours.
	4. Fire fighters are paid differently for training drills based on rank and certification. If a training drill is missed due to illness, the applicable rate for that fire fighter will be paid for the missed training drill.
	5. Per the fire district policy, a total of 3 days or 24 hours may be claimed during the fiscal year (July1-June 30). There is no accrual or carryover of hours. There is no payoff of unclaimed days or hours. Sick leave may be claimed after 90 days of employment.
3. Seasonal or returning employees after a break of service for no more than 1 year do not need to wait 90 days to claim sick leave.
4. Full time employees have a separate agreement with the fire district for sick leave. That agreement is not affected by this procedure.

Dated: July 20, 2015

Ron Rickabaugh, Fire Chief