

**LOKER UNIVERSITY STUDENT UNION. INC.  
SICK LEAVE FOR QUALIFIED, NON-BENEFITED EMPLOYEES POLICY**

In compliance with the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522, the "Act") , Loker Student Union, Inc. (LSU) shall provide twenty-four (24) hours of sick leave to qualified employees on an annual basis. The LSU shall utilize the front-load method for providing sick leave to non-benefited employees per fiscal year.

There shall be no carryover of unused sick leave. All sick leave hours under the Act shall be zeroed out each year on the hire-date anniversary and a new 24 hours allotment shall be provided.

In the event that a qualified employee exhausts the 24 hour annual allotment of sick leave, there shall be no further paid sick leave until the employee is eligible to receive a new 24-hour allotment on the employee's hire-date anniversary.

Per the Act, sick leave shall not be paid out at the end of the employment.

Paid sick leave may be used for an employee who is an employee who is a victim of domestic violence, sexual assault, or stalking.

Fully benefited employees of the LSU already receive eight (8) hours of accrued sick leave each month as part of their benefits package (which exceeds the Act's requirements) and therefore shall not qualify for the sick leave described in this policy.

Lawful exceptions to this policy may be granted by the Director or his/her designee.

**DEFINITIONS**

- **Acceptable paid sick leave** refers to employee leave for an existing health condition or preventive care for themselves or a "family member." A "family member" under the Act is a:
  - Child
  - Parent
  - Spouse or registered domestic partner
  - Grandparent
  - Grandchild
  - Sibling
  
- **Non-benefited employees** refer to those including, but not limited to, part-time, student, seasonal, and/or temporary employees who do not already receive accrued sick leave as part of the LSU's standard benefits package.
  
- **Qualified employees** include non-benefited employees who are employed by the LSU for a minimum of 30 days per year and are not primarily employed by the California State University and thus receiving a sick leave benefit for the work, they perform as a

University employee. Employees must complete 30 days of employment prior to accessing sick leave benefits.