

RESOLUTION NO. 2015-33

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA AMENDING RULE X OF THE CITY OF SAN JUAN
BAUTISTA PERSONNEL RULES RELATING TO
EMPLOYEE SICK LEAVE ACCRUAL RATE**

RECITALS

- A. The City of San Juan Bautista adopted Personnel Rules on May 16, 2000 by Resolution 20-17.
- B. The City Council wishes to amend the Personnel Rules in order to become compliant with AB 1522, the Healthy Workplace Healthy Family Act of 2014 which mandates that, effective July 1, 2015, part-time employees receive at least one (1) hour per month in sick leave.

**THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA, CALIFORNIA, DOES
RESOLVE AS FOLLOWS:**

SECTION 1. A new Section 4B is added to Rule X (Leave) of the San Juan Bautista Personnel Rules as set forth in Exhibit A, attached hereto and incorporated by reference herein.

SECTION 2. The new Section 4B will take effect immediately upon this Resolution being adopted by the City Council, and the City Manager is directed to distribute a copy of this new Section 4 to all employees.

PASSED, APPROVED, AND ADOPTED ON June 16, 2015, by the following vote:

AYES: Lund, Boch, Edge, West, Martorana

NOES: None

ABSTAIN: None

ABSENT: None

Robert L. Lund, Mayor

ATTEST:

Connie Schobert, City Clerk

Exhibit A

RULE X. LEAVE

Section 1. Purpose:

A. Personal Leave: A general leave plan shall be established for all employees regularly scheduled to work more than 20 hours per week in lieu of traditional vacation leave. No employee shall accrue Personal Leave until the completion of not less than 90 days from the day of appointment. Personal leave may be used for any leave purpose; however, the following sections shall govern its use.

B. Sick Leave: Sick leave shall not be considered as a right which may be used at an employee's discretion, but shall be allowed only in case of necessity and actual personal or family sickness or disability, in accordance with these rules.

C. Personal leave is any leave which one can reasonably forecast or anticipate, i.e. vacation leave, scheduled medical/dental appointments, extended weekends, etc.

Section 2. Use of General Leave

Section 3. Personal Leave Accrual

Section 4. Sick Leave: To qualify for sick leave, an employee must notify the City Manager prior to the time set for beginning daily duties, in accordance with procedures established by the City Manager.

Sick leave with pay is accrued at the rate set forth below, beginning the first day of the calendar month immediately following the date of the employee's hire.

Sick Leave Accrual Rate:

A. Full-time employees: Each full-time employee shall be entitled to sick leave at the rate of 6.67 hours for each full calendar month of service with the City.

B. Employees scheduled to work 1-19 hours per week: Sick leave is 2.00 hours for each full calendar month of service with the City.

C. Employees scheduled to work 20-25 hours per week: Sick leave is 3.33 hours for each full calendar month of service with the City.

D. Employees scheduled to work 26-30 hours per week: Sick leave is 5.00 hours for each full calendar month of service with the City.

E. Employees scheduled to work 31-36.5 hours per week: Sick leave is 5.33 hours for each full calendar month of service with the City.

F. Employees in categories (a) through (e) may carry over unused sick leave from one year to the next provided that at no time may an employee accrue greater than 160 hours of sick leave.