



## **Paid Sick Leave for Providers Beginning July 1, 2018!**

### **How can I earn paid sick leave?**

After working 100 hours you will have earned eight (8) hours.

### **When can I begin using it?**

After you work another 200 hours, or after 60 calendar days have passed.

### **Does my paid sick leave expire?**

Yes. Each year, at the end of the day on June 30th, if you did not use your sick leave balance, it will expire.

### **When do I get a new balance of paid sick leave?**

Each year, on July 1<sup>st</sup> you will receive a new balance of paid sick leave to use in the following 12 months.

### **How do I use paid sick leave?**

Tell your recipient (employer) you will need to use paid sick leave as soon as you know you will need to miss work.

### **Can I only use paid sick leave for myself, or can I use it for a family member?**

You can use paid sick leave for yourself, or when you need to care for a sick family member or take the family member to a medical appointment. Only certain family members qualify. To use sick leave for a family member, the member must be your:

- Child or child you are legal guardian of,
- Parent of legal guardian,
- Spouse or registered domestic partner,
- Grandparent,
- Grandchild, or
- Sibling

### **Do I need to use all eight (8) hours at the same time?**

No, but you must take at least one hour off and any additional time off in 30 minute (half hour) increments.

### **How do I get paid for my sick leave?**

Complete and submit the Provider Paid Sick Leave Request form (SOC 2302) which can be found on the CDSS website, the Kern County Aging & Adult Services website, or you may complete the form electronically via the Electronic Timesheet System.

For more information about paid sick leave call the IHSS SIP Team @ 661-868-1004.