

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Sick Leave for Part-time Employees
POLICY NUMBER: 2005

2005.1 Part-time employees will accrue paid sick leave at the rate of one hour per every 30 hours worked. Up to 24 hours of accrued sick leave may be used in each year of employment.

2005.1.1 Part-time employees may accrue up to a maximum of 48 hours of sick leave; with no provision to "cash-out" during employment or upon separation from employment.

2005.2 Part-time employees are entitled to use the accrued paid sick days beginning on the 90th day of employment with the District. Part-time employees must utilize paid sick leave in increments of no less than two hours. If the need for paid sick leave is foreseeable, the part-time employee must provide their immediate supervisor reasonable advance notification. If the need for paid sick leave is unforeseeable, the part-time employee must provide notice of the need for leave as soon as practicable.

2005.3 Sick leave may be used for the diagnosis, care or treatment of an existing health condition of, or preventative care for, a part-time employee or a part-time employee's "family member."

2005.3.1 "Family member" is defined as:

- a. A child means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the part-time employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- b. A biological, adoptive, or foster parent, stepparent, or legal guardian of a part-time employee or the part-time employee's spouse or registered domestic partner, or a person who stood in loco parentis when the part-time employee was a minor child.
- c. A spouse.
- d. A registered domestic partner.
- e. A grandparent.
- f. A grandchild.
- g. A sibling.

2005.4 Sick leave may also be used for a part-time employee who is a victim of domestic violence, sexual assault or stalking as set forth in the California Labor Code.

2005.5 Part-time employees who are rehired within six months from the date of separation from the District shall have any accrued and unused paid sick days reinstated.

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Clerk of the Board