



# REQUEST FOR LEAVE

PARTTIME HOURLY NONACADEMIC EMPLOYEES  
AND STUDENT WORKERS

NAME \_\_\_\_\_

ID# \_\_\_\_\_

The hours of absence will be deducted from pay if enough leave has not been accumulated to cover the leave taken.  
The Payroll Department will deduct the appropriate hours from the next salary warrant.

NOTE See reverse side for entitlement and usage

**DEDUCTIBLE FROM LEAVE**  
QUALIFYING USES OF ACCRUED SICK LEAVE UNDER 846.2 f 477.48 572.2

Uses of Accrued Sick Leave Under  
Emergency Family Medical Leave Ex - Total # of Hours

.. Judicial (Jury Duty) (attach proof of services)		
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Definition of Family Member

QUALIFYING USES OF ACCRUED SICK LEAVE UNDER HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014, PAID SICK LEAVE LAW

Part-time, hourly nonacademic employees (hereinafter referred to as hourly employees) hired under a written Notice of Assignment, Contract for Services, or Personnel Action Form (PAF) issued by the Office of Human Resources or a Work Clearance studentworkers issued by the Financial Aid/EOPS Office are eligible to accrue and use leave under the California Paid Sick Leave Entitlement and acceptable uses are outlined below and in detail under the "Procedures for Implementing Healthy Workplaces/Healthy Families Act of 2014, Paid Sick Leave" (provided at the time of hire).

California Paid Sick Leave Clean-Up Legislation (AB 304) expressly excludes CalPERS retired annuitants from being eligible to receive paid sick leave.

Entitlement:

- f* An hourly employee may use accrued sick leave beginning on the 90th calendar day of employment after July 1, 2015.
- f* Paid sick leave accrues at the rate of one (1) hour per every thirty (30) hours worked.
- f* The maximum number of sick leave hours an hourly employee can accrue is forty