

**CITY OF HAYWARD  
and  
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021  
CLERICAL AND RELATED UNIT**

**SIDE LETTER OF AGREEMENT**

**19.09 Sick Leave Benefits for Pages**

1. Healthy Workplaces, Healthy Families Act of 2014

Part-time employees who work thirty (30) or more days within a year shall receive sick leave in accordance with the Healthy Workplaces, Healthy Families Act of 2014. The annual period shall be based on the part-time employee's first day of employment and anniversary date thereafter.

Beginning July 1, 2015 or the first day of employment, whichever is later, employees eligible for sick leave under the Healthy Workplaces, Healthy Families Act of 2014 begin to accrue paid sick leave after the 90<sup>th</sup> day of employment at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked. Employees can accrue up to a maximum of six (6) days or forty-eight (48) hours of paid sick leave, whichever is greater, on a continuous per pay period basis. Any unused paid sick leave balance will carry over year to year while continuously employed, up to the six (6) day or forty-eight (48) hour cap.

The use of sick leave so earned by part-time employees shall be subject to the provisions of this Memorandum of Understanding.

2. Part-Time Employees Regularly Scheduled for Twenty (20) or More Hours per Week

Employees hired into positions budgeted for twenty (20) or more hours per week and who consistently work twenty (20) or more hours per week shall be eligible to accrue sick leave benefits each payroll period based upon the total number of hours for which the employee was compensated in the payroll period. The amount of sick leave so accrued shall be proportionate to that earned by full time employees in the same payroll period. The full time sick leave accrual rate is 3.7 hours per payroll period. The maximum allowable accumulation of sick leave for such employees shall be seven-hundred twenty (720) hours. The use of sick leave so earned shall be subject to the provisions of Sections 13.03 and 13.04 of this Memorandum of Understanding. Eligible employees who are scheduled to work, but who are unable to do so because of illness, shall be charged sick leave in an amount equal to the number of hours of work for which they were scheduled on the day(s) they were unable to work because of illness.

The use of sick leave shall not be permitted during the first ninety (90) days of service. When an eligible employee begins the fourth month of continuous, satisfactory service, sick leave credits earned from the original date of hire pursuant to the above schedule shall be posted for use. Initial crediting of sick leave shall be based on service computed to the nearest half month. Sick leave records shall be maintained on an hourly basis. Sick leave shall be taken in periods of no less than one (1) hour.

3. Sick Leave Usage

Sick leave may be taken for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. Employees may take up to a maximum

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of twenty-four (24) hours of sick leave per year to care for an eligible family member (the employees' child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling).

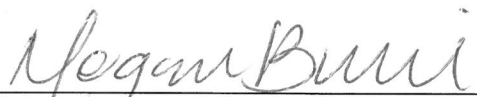
A certificate from an attending physician stating nature and extent of the family member's illness may be required in cases of suspected abuse of this provision.

Sick leave may also be taken for specified purposes by employees who are the victim of domestic violence, sexual assault, or stalking.

The terms of this Side Letter shall supersede and replace the MOU provision and all other side letters on the specific section identified above.

For SEIU 1021, Clerical and Related Unit

For City of Hayward



Megan Bucci, SEIU 1021 Clerical President

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Kelly McAdoo, City Manager



Arlene Taylor, SEIU 1021 Field Representative

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Nina S. Collins, Director of Human Resources

Dated

12-22-16

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