

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

**SIDE LETTER OF AGREEMENT**

**13.03 Sick Leave Accruals for Part-Time Employees**

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 ninetieth (90th) 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 Twenty (20) or More Hours per Week

Part-time employees who are regularly scheduled to work twenty (20) or more hours per week shall be entitled 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 based on the number of hours worked by the part-time employee. The full-time sick leave accrual rate is 3.7 hours per payroll period.

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

Sick leave can be accrued and granted during the first three (3) months of service. Sick leave is accrued for all regular hours worked and shall continue to be earned during other authorized leaves with pay.

There shall be no limit upon the number of hours of unused sick leave that may be accumulated by an employee. Upon separation of employees, sick leave balance for which payment has not been made shall be canceled, but shall be restored if a former employee is reinstated within two (2) years of separation.

SEIU LOCAL 1021, CLERICAL AND RELATED UNIT

---

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 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

  
\_\_\_\_\_  
Megan Bucci, SEIU 1021 Clerical President

  
\_\_\_\_\_  
Arlene Taylor, SEIU 1021 Field Representative

Dated

12-22-16

For City of Hayward

\_\_\_\_\_  
Kelly McAdoo, City Manager

\_\_\_\_\_  
Nina S. Collins, Director of Human Resources

Dated

\_\_\_\_\_