

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

SIDE LETTER OF AGREEMENT

13.01 Sick Leave Policy

Sick leave is a paid leave. Sick leave shall be allowed in case of an employee’s bona fide illness or injury, or for an employee’s doctor/health appointments. Sick leave shall be approved by the Department Director or a designated representative.

Employees shall whenever possible make appointments for medical, dental, and other health and wellness purposes on non-work time. If this is not possible, sick leave may be used for these purposes and should not exceed four (4) hours except in unusual circumstances.

In addition to the foregoing, sick leave may be used as family sick leave to care for an ill or injured family member or to take a family member to a doctor appointment. A family member is a child, parent, spouse, registered domestic partner, the child of a registered domestic partner, grandparent, grandchild, or sibling as defined by California Labor Code 245.5. For family members who reside in the employee’s home, there is no limit on the amount of sick leave that can be used as family sick leave by full time or part-time employees. For family members who reside outside of the employee’s home, up to half of his or her annual sick leave accruals per calendar year may be used as family sick leave by fulltime employees. Part-time employees are allowed to use up to half of his or her annual sick leave accruals (based on his or her budgeted work schedule) per calendar year as family sick leave for family members who reside outside of the employee’s residence.


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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