



Jurupa Unified School District

4850 Pedley Road Jurupa Valley, CA 92509

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*Our Children,
Our Schools,
Our Future!*

July 16, 2015

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TO: All Substitute Teachers
FROM: Shannon Nelson
Personnel Coordinator
SUBJECT: AB1522 – Healthy Workplaces
Healthy Families Act of 2014

We are pleased to inform you that on July 1, 2015 the AB1522 Healthy Workplaces, Healthy Families Act of 2014 benefits and protections became effective. This law requires employers to provide paid sick leave to employees who work a specified number of days and hours.

How it works:

- All active substitute, short-term and temporary employees will be advanced twenty-four (24) hours of sick leave at the beginning of each fiscal year or upon hire.
- While using your sick leave, your pay will be the same pay rate as if you worked that day.
- Your sick leave hours/balance will be noted on your check stubs.
- Unused sick leave shall not carryover to the following fiscal year. Additionally, if you leave the district, sick leave will not transfer to another district or be paid out to you.
- You must have accepted work/assignment in order to use paid sick leave.

Use of Sick Leave:

- Sick leave can be used for the diagnosis, care, or treatment of an existing health condition of, or preventative care for you or your family member. You may also use this leave if you are the victim of domestic violence, sexual assault, or stalking, the purposes described in the labor Code section 230(c) and 230.1(a).
- If the need for paid sick leave is foreseeable, you will need to provide reasonable advance notification. If not, you will need to provide notice as soon as practicable.
- If you would like to use your sick leave for an absence and your assignment hasn't started yet but you are scheduled to work a full or half day, you will need to cancel the assignment in AESOP and contact the Personnel Department.
 - Please note: You are responsible for taking your timecard to the site where you were originally scheduled for the assignment to have the site secretary record the information on the timecard.
- If you are at your scheduled assignment and need to leave, you will need to contact the site secretary to inform him/her of the amount of paid sick leave to be charged. The site secretary will be responsible for recording the information on your timecard.

Please contact the Personnel Office at (951) 360-4124 if you have any questions regarding this memorandum.