



Upland Unified School District
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Frequently Asked Questions

When am I entitled to take paid sick leave?

A qualifying employee begins to accrue paid sick leave beginning on July 1, 2015, or if hired after that date on the first day of employment. An employee is entitled to use (take) paid sick leave beginning on the 90th day of employment.

How do I qualify for paid sick leave?

An employee qualifies for paid sick leave by working for UUSD on or after January 1, 2015, for at least 30 days within a year in California and by satisfying a 90 day employment period (which works like a probationary period) before an employee can actually take any sick leave.

Do I have to notify my employer before taking sick leave?

The employee must notify his or her supervisor in advance if the sick leave is planned, as may be the case with scheduled doctors' visits. If the need is unforeseeable, the employee need only give notice as soon as practical, as may occur in the case of unanticipated illness or a medical emergency.

What if I work more than 30 days in California within a year but less than 90 days?

The 90 day period works like a probationary period. Although you begin to accrue paid sick leave on July 1, 2015, or your first day of employment if you are hired after July 1, 2015, if you work less than 90 days for UUSD, you are not entitled to take paid sick leave.

How much paid sick leave am I entitled to take and be paid for?

Starting July 1, 2015, employees will earn at least one hour of paid leave for every 30 hours worked. But UUSD can limit the amount of paid sick leave you can take in one year to 24 hours (three days). An employee may determine how much paid sick leave he or she needs to use, provided that, paid sick leave shall not be taken in less than two-hour increments. If an assignment is scheduled for less than two hours, an employee may utilize paid sick leave for the entire assignment.

Under the accrual method, can I carry over unused sick leave from one year to the next?

Yes, but UUSD limits or caps the amount of sick leave an employee may accrue to 6 days or 48 hours.

What can I use sick leave for?

Paid sick leave may be used for: (1) diagnosis, care, or treatment of an existing health condition of, or preventative care for, and employee or an employee's family member; and (2) an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code sections 230(c) and 230.1(a). Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. Preventive care may include, for example, annual physicals or flu shots.

UUSD may, for legitimate business reasons, require an employee to present documentation or other information verifying the reasons for requesting sick leave. If the District concludes that the absence is not based on the purposes for sick leave set forth in this notice, the District may refuse to grant such leave.