

CALIFORNIA PAID SICK LEAVE (PSL)

WRITTEN REQUEST FOR PAID SICK LEAVE

NAME:

DATE:

DATES REQUESTED FOR SICK LEAVE:

REASON:

TYPES OF PSL

- According to California law (including city of Los Angeles), ALL Employers are required to provide paid sick leave
 - > for Temporary + Part-time + full-time
 - > Work for the same employer for at least 30 days within a year in California, and
 - > Complete a 90-day employment period before taking any paid sick leave
- Two methods an employer may provide paid sick leave: Front-loading OR Accrual.



FRONT-LOADING

at least **40 hours (5 days)** provided either at the beginning of each year of employment, calendar year, or 12-month period



ACCRUAL

providing **1 hour of sick leave per 30 hours worked**

HOW CAN I USE IT?

WHO



- PSL applies to the care of:

- > the yourself (as an employee)
- > a family member (child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling)
- > blood relative or equivalent to a family relationship

WHAT



- Paid sick leave may be used for:

- > preventive care (annual physical and flu shots)
- > diagnosis
- > care or treatment of an existing health condition
- > victim of domestic violence, sexual assault, or stalking

- The use of PSL may be limited to 48 hours annually

WHEN



- PSL will be provided to you if you've worked at least 2 hours in a particular week for the same Employer for 30 days (or more).

- After 90 days of employment you can begin using your PSL

HOW



- Request directly to employer. We highly recommend requesting in writing, oral, or having a witness present

- Notify employer in advance if the sick leave is planned (scheduled doctors' visits)
- In an emergency, give notice as soon as possible for unanticipated illness or a medical emergency

WRITTEN REQUEST FOR PAID SICK LEAVE

NAME: MARIA G.

DATE: APRIL 12, 2023

DATES REQUESTED FOR SICK LEAVE: MAY 1 - 3, 2023

REASON: DOCTORS APPOINTMENT

SAMPLE

CALIFORNIA PAID SICK LEAVE (PSL)

PAYMENT + HOURS

- Employers are required to compensate for sick time that is used. There is NO compensation for unused sick time.
- Accrued unused paid sick leave (front-loading / accrual method) will carry over to the following year of employment
 - State of CA is capped at a minimum of 24 hours (3 days)
 - City of Los Angeles is capped at a minimum of 72 hours (9 days)
 - Employer may choose no cap or a higher cap
 - If accrued unused paid sick leave hours exceed 72 hour cap, Employers can pay out Employee.
 - An Employer is not required to provide compensation to an Employee for accrued unused sick days at separation from employment (terminated, resigns, or retires)
 - If an Employee is re-hired within 1 year of separation from employment, previous accrued unused paid sick leave will be reinstated

DOCUMENTATION

- An Employer may require documentation for proof of leave only after an Employee has used more than 3 consecutive days of sick leave
 - not required to provide a description / explanation of the illness / condition
 - Employer's policy should never be so difficult to prevent an Employee from taking a legitimate paid sick day

RETALIATION - TAKE ACTION

- If you feel retaliation from employer when requesting paid sick leave hours you can take action
 - let go / fired
 - reducing hours
 - demoted.
 - discipline or increased work load
- Employees can report a suspected violation (minimum wage + paid sick leave etc.) by completing and submitting a Complaint Form to the Office of Wage Standards or the Labor Commissioners Office:
<http://wagesla.lacity.org/submit-complaint/>



*See Retaliation Resource for more info

RESOURCES

State of CA Department of Industrial Relations (DIR)	https://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm
Garment Study Guides (Requirements of Employers in the Garment Industry)	English: https://www.dir.ca.gov/dlse/DLSE-Garment-Study-Guide-English.pdf Spanish: https://www.dir.ca.gov/dlse/DLSE-Garment-Study-Guide-Spanish.pdf

CONTACT US
GARMENT WORKER CENTER
(WAGE CLINIC)

**GARMENT
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Illustrated by Miss Z