



City Council Agenda Item

City Council Meeting Date: December 19, 2023

TO: Dean Albro, City Manager

FROM: Amabelle Apolinario, Principal Human Resources Analyst
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SUBJECT: Amendment of the Sick Leave Policy for Unrepresented Part-Time, Non-benefited Employees Pursuant to California Senate Bill No. 616; Adoption of Resolution No. 6622(23)

Recommendation:

Staff recommends the City Council adopt Resolution No. 6622(23), amending the Sick Leave Policy for Unrepresented Part-Time, Non-benefited Employees to provide additional paid sick leave to part-time, non-benefited employees, in accordance with the California Senate Bill No. 616 (SB 616).

Background:

On June 2, 2015, the City Council adopted Resolution No. 5992(15), approving a sick leave policy in compliance with the Healthy Workplace, Healthy Family Act of 2014 (Act) that was signed into law (Assembly Bill 1522) on September 10, 2014.

Under the current policy, all non-benefited part-time employees excluding retiree annuitants are entitled to a minimum of twenty-four (24) hours, or three (3) days, of paid sick leave per year with a sick leave bank cap of up to forty-eight (48) hours per year.

On October 4, 2023, Governor Gavin Newsom signed into law SB 616. Effective January 1, 2024, SB 616 expands the existing paid sick leave entitlements to a minimum of forty (40) hours, or five (5) days, of paid sick leave per year with a sick leave bank cap of up to eighty (80) hours per year.

Discussion:

Beginning January 1, 2024, employers must provide forty (40) hours of paid sick leave for all employees subject to the requirements of AB 1522, the Healthy Workplace, Healthy Family Act of 2014, and SB 616, California Paid Sick Leave. Under the revised policy, current non-benefited part-time employees will accrue 1 hour of sick pay for every 30 hours worked to a maximum of 40 hours annually. Any unused sick leave will carry over

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each year up to a sick leave bank limit of 80 hours. Eligible employees may use up to 40 hours of accrued sick leave in a year, up from 24 hours. All other provisions of the policy remain the same, other than non-substantive clarifying changes.

Attached to the resolution accompanying this staff report is a revised policy that outlines the changes as described above effective January 1, 2024, pursuant to SB 616.

Fiscal Impact:

The exact fiscal impact from this mandated policy change depends entirely on how much sick leave is submitted for use. No additional appropriations are being requested at this time, as it is expected that any increases in requested paid sick leave will be covered with currently budgeted appropriations.

Conclusion:

Resolution No. 6622(23) will approve the revised Sick Leave Policy for Unrepresented Part-Time, Non-benefited Employees effective January 1, 2024.

Respectfully submitted,

Amabelle Apolinario, Principal Human Resources Analyst

APPROVED FOR SUBMITTAL TO THE CITY MANAGER:

Gabriel Garcia, Human Resources Director

APPROVED FOR SUBMITTAL TO CITY COUNCIL:

Dean Albro, City Manager

Attachment: 1) Resolution No. 6622(23)
2) Sick Leave Policy for Unrepresented Part-Time, Non-benefited Employees – redline