



**Updated 1/2024**

### **Paid Sick Leave Policy**

California's Paid Sick Leave law mandates that employees who have worked for more than 30 days in the state of California are entitled to Paid Sick Leave. Paid Sick Leave is accrued at a rate of 1 hour for every 30 total hours worked. After your 90th day of employment, you will be eligible to start using your accrued sick hours. Under The Workshop LA's Sick Leave Policy, candidates can use up to 40 hours of accrued paid sick leave each year, so long as you have worked over 90 days in a position provided by The Workshop LA in a 12 month period. A maximum of 80 paid sick leave hours can accrue in a 12 month calendar year, beginning on your hire date. Any excess hours over the 40 that employees accrue under The Workshop LA's policy, will be rolled over into your second year of employment. Paid sick leave is tracked and displayed on the bottom left corner of your pay stub. Paid sick leave is **not** paid out at the end of a temporary assignment or at conversion to full time. It also does not roll over when you stop working for The Workshop LA. Candidates are required to note any usage of sick time in writing on your timecard prior to turning it in.

In summary:

1. You may accrue up to 80 hours maximum of usable sick hours in a 12 month period, starting on your hire date. You will be allowed to use up to 40 hours of accrued sick leave during each year of employment.
2. You accrue 1 hour of sick time for every 30 total hours worked.
3. You must work 90 days before you will be eligible to use any of your accrued sick time.
4. Any excess accrued sick time OVER 40 hours will roll over to your next year (second) of employment, based on your hiring anniversary date.
5. Accrued sick leave is never paid out upon termination or when a temp assignment ends.
6. You are required to let us know in writing if you will be using any accrued paid sick leave on your timecard.