



**SANTA MONICA COMMUNITY COLLEGE DISTRICT**

**OFFICE OF HUMAN RESOURCES**

**SICK LEAVE POLICY - STUDENT WORKERS**

The purpose of this notice is to inform Student Workers of the sick leave policy at Santa Monica Community College District (“District”). To comply with the *Healthy Workplaces/Health Families Act of 2014 Paid Sick Leave (AB 1522)*, the District has established sick leave policies under Administrative Regulation 3117 and Merit Rule 11.10.5.

The minimum requirements under AB 1522 provide that an employee:

- a. May accrue paid sick leave at one hour for every 30 hours worked from the commencement of employment or July 1, 2015, whichever is later. Accrual is capped at no more than 48 hours of sick leave;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for requesting or using accrued sick days; attempting to exercise the right to use accrued paid sick days; filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code; cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

Attached is a copy the District’s sick leave policy for student workers explaining the terms and conditions for accrual and use of paid sick leave.

This policy shall not apply to district employees accruing paid sick leave pursuant to other provisions under a district policy or collective bargaining agreement.

If you have any questions, please contact the Office of Human Resources at 310-434-4415.

**Acknowledgement of Receipt:**

My signature on this notice merely constitutes acknowledgement of receipt of Santa Monica Community College District sick leave policy for Student Workers.

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**Print Name of Employee**

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**Signature of Employee**

**Date**

**Send Original Signed Copy to the Office of Human Resources**

Santa Monica Community College District • Office of Human Resources  
1900 Pico Blvd., Santa Monica, CA 90405-1628 • Phone (310) 434-4415 • Facsimile (310) 434-4256