California Paid Sick Leave

Effective July 1, 2015, most California employees are entitled to paid sick leave. If you use Pilot to compute and print your payroll, these instructions will help you to comply with the new law.

Here is a link to official State of California information about this law at CA.GOV:

http://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm

You are required to accrue and track sick leave hours available to the employee, show the available hours on each paycheck stub, and be able to report sick hours used. All employees are covered, including part-time employees, with limited exceptions described at the link above.

Available sick hours are accrued for an employee at the rate of 1 hour of sick time for 30 hours worked. Optionally, the entire number of hours can be made available immediately.

In general, most employees are entitled to use three days (or 24 hours) of paid sick leave per year. An employee on a flex schedule (10 hours a day, 4 days a week, 40 hours a week) is entitled to 24 hours per year. A part-time employee is entitled to 24 hours per year. An employee who works a longer day (10 hours a day, 5 days a week, 50 hours a week) is entitled to 30 hours (3 days).

You can offer more paid sick leave hours, but not fewer.

Accrual starts with hours worked beginning July 1, 2015, for all covered employees including part-time and new hires. A new employee must work 90 days before using any sick hours accrued. An employee who leaves before 30 days is not entitled to keep any accrued sick hours. An employee who leaves after 30 days and is rehired within one year is entitled to keep any accrued sick hours.
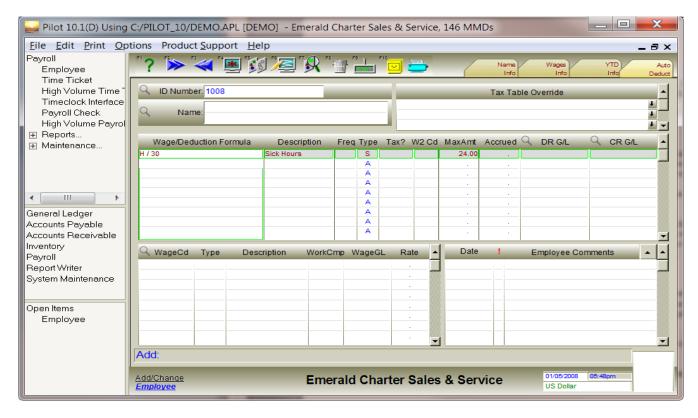
Up to 48 hours may accrue (60 for longer day employees). Up to 24 hours (30 for longer day employees) will carry over at year-end. Unused sick hours are lost, and are not paid.

A new hire who uses the entire allotment of sick hours is not entitled to use more until after the 1 year anniversary of his hire date. Long term employees can use July 1 of the calendar year.

To set the entire number of sick hours available into all employees, use the Set Paid Sick Leave Hours program on the Payroll Maintenance menu. Pilot will use the Units / Period field to compute the correct hours based on Base Hours and update the Sick Hrs field of each employee.
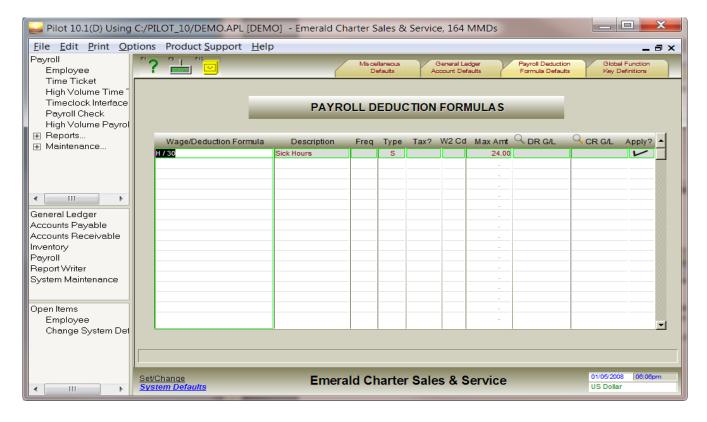
To accrue sick hours based on hours worked, you will put a deduction formula into each employee record. The formula will operate on each paycheck to calculate and accrue sick hours. The hours will accrue as a negative units quantity at $0.00. When you pay for sick hours used, the units quantity will be positive. Put the formula in only after you have paid all wages before July 1.

The formula will look like this:

This formula will accrue up to 24 hours into the Sick Hrs field on the Wages Info tab, where the hours will be available to the employee. Set a Max Amt of 30.00 for longer day employees.

If you have many employees, consider installing Pilot Version 10.1(D) and using a feature of the System Defaults screen to create the formula for all employees at once.

When the **Apply?** checkbox is checked and you save the System Defaults record, all employees will be updated with the formula.

In the future on July 1, you will run a routine which will be included at year-end to update and roll over accrued sick hours.

Your paycheck stubs must print sick hours available. Log into Pilot with administrator privilege, open the paycheck printing screen, and press [F6] to open the paycheck form editor.

Checkmark the accrued_sick item and adjust the row and col to fit it onto your check stubs.

The Print/Clear Vacation/Sick Hours report shows the accrued hours for all employees.