CITY OF LOS ANGELES, CALIFORNIA

PAID SICK LEAVE

Covers workers who, in a particular week, **perform at least 2 hours of work within the geographic boundaries of Los Angeles** and who are entitled to minimum wage under California law.

To be entitled to paid sick time, workers **must also work in Los Angeles**—on or after July 1, 2016—**for the same employer for 30 days or more within a year** from the commencement of employment.

An employee can accrue **one hour of paid sick time for every 30 hours worked**, beginning their first day of employment or July 1, 2016, whichever is later.

An employee is **limited to 48 hours** in each calendar year.

EFFECTIVE: 7/1/2016

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.

Paid Sick Leave – Use of

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- For an employee who is a victim of domestic violence, sexual assault, or stalking according to the regulations.

Employee can use paid sick time in one (1) hour increments.

Note: An employee must miss scheduled work time in order to receive paid leave for the absence.

Family Member

- Child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis);
- Biological, adoptive, or foster parent; step-parent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- Spouse;
- Registered domestic partner;
- Grandparent;
- Grandchild; and
- Sibling
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

Paid Sick Leave – Employee Notice Requirement

- Employee must be eligible and accumulate sick time (see below) before requesting use of sick leave.

- An employee may request paid sick days in writing or verbally. An employee cannot be required to find a replacement as a condition for using paid sick days.

- If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification to the customer **and** your branch representative about his/her need for paid sick leave.

- If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for paid sick leave to the customer **and** your branch representative as soon as practicable.
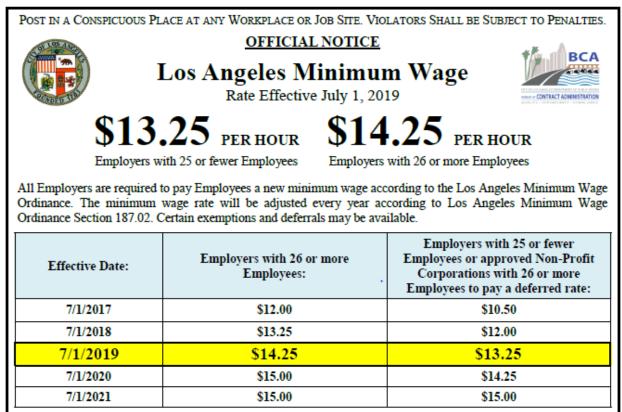
Paid Sick Leave – Accrual	
• An employee may **use accrued paid sick days beginning on the 90th day of employment or July 1, 2016, whichever is later.** The 90 day period works like a probationary period. Although you begin to accrue paid sick leave on July 1, 2016, or your first day of employment if you are hired after July 1, 2016, if you work less than 90 days for the company, you are not entitled to take paid sick leave. • Paid sick leave will be calculated for nonexempt employees in the same manner as the regular rate of pay for the workweek in which the employee uses paid sick time, whether or not the employee actually works overtime in that workweek. • Paid sick leave for exempt employees shall be calculated in the same manner as wages for other forms of paid leave time. • For every 30 hours worked, an employee shall accrue one hour of paid sick leave. • An exempt employee is deemed to work 40 hours per workweek unless the employee's normal workweek is less than 40 hours, in which case the employee shall accrue paid sick days based upon that normal workweek. • Hours worked includes overtime for nonexempt employees; for salaried employees, it is based on regular hour work week • Accrued paid sick leave does not expire; it carries over from year-to-year **Overall Accrual Cap** • The amount carried over to the next year is subject to a cap. Once employees **hit their cap (i.e., 72 hours) in a calendar year**, they no longer accrue paid sick leave until they use some of the hours they have "in the bank" • Employees may not use more than 48 hours of accrued paid sick leave in a calendar year	90-day time period is regardless of *where* the employee worked—it just has to be 90 days with the company. Note: If an employer has a paid leave policy, such as PTO or vacation policy, that makes available to employees leave that may be used for the same purposes specified in the Ordinance (or for any purpose) and that is sufficient to meet the Ordinance's requirements for paid sick leave accrual, then it is not required to provide additional paid sick leave. An employer may require an employee to provide "reasonable" documentation of an absence from work for which paid sick leave is or will be used.
Paid Sick Leave – Upon Termination	
Accrued unused paid sick leave **is not paid out** upon termination, resignation, retirement, or other separation from employment	Note: Only paid out if using a PTO or vacation policy to comply with the Ordinance

Rehires

If rehired by the company within 12 months from the previous date of separation, previously accrued and unused paid sick days shall be reinstated.	The employee shall be entitled to use those previously accrued and unused sick days after 90 days of employment with the company (counting their previous time working for the company) and to accrue additional paid sick days upon rehiring.

Los Angeles – In SAP if the employee is working in the city of "Los Angeles," mark the subarea as "Los Angeles, CA."

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OFFICIAL NOTICE

Los Angeles Minimum Wage

Rate Effective July 1, 2019

$13.25 PER HOUR

Employers with 25 or fewer Employees

$14.25 PER HOUR

Employers with 26 or more Employees

All Employers are required to pay Employees a new minimum wage according to the Los Angeles Minimum Wage Ordinance. The minimum wage rate will be adjusted every year according to Los Angeles Minimum Wage Ordinance Section 187.02. Certain exemptions and deferrals may be available.

Effective Date:	Employers with 26 or more Employees:	Employers with 25 or fewer Employees or approved Non-Profit Corporations with 26 or more Employees to pay a deferred rate:
7/1/2017	$12.00	$10.50
7/1/2018	$13.25	$12.00
7/1/2019	$14.25	$13.25
7/1/2020	$15.00	$14.25
7/1/2021	$15.00	$15.00

The Los Angeles Office of Wage Standards Ordinance grants authority to the Bureau of Contract Administration, Office of Wage Standards to investigate possible violations, inspect workplaces, interview employees, and review payroll records. The Office of Wage Standards will enforce the City's Minimum Wage Ordinance for violations including but not limited to: 1) failure to pay the Los Angeles minimum wage; 2) failure to comply with notice, posting, and payroll records requirements; and 3) retaliation. The Los Angeles Municipal Code (LAMC) Section 188.04 protects Employees from any discrimination or retaliation for exercising their rights to receive the City's minimum wage.

Los Angeles Paid Sick Leave

Effective July 1, 2017

All Employers will be required to provide paid sick leave according to the Los Angeles Minimum Wage Ordinance. The paid sick leave will be provided to all Employees who work at least two hours in a particular week in the City of Los Angeles for the same Employer for 30 days or more within a year.

Entitlement	
Front-Loading	At least 48 hours provided either at the beginning of each year of employment, calendar year, or 12-month period; OR -
Accrual	One (1) hour of paid sick leave for every thirty (30) hours worked.
72-Hour Cap	Accrued unused paid sick leave shall carry over to the following year of employment and may be capped at a minimum of 72 hours; however, an Employer may choose no cap or a higher cap.
Separation from Employment	An Employer is not required to provide compensation to an Employee for accrued or unused sick days at separation from employment.
Reinstatement	If an Employee is rehired within a year of separation from employment, previously accrued and unused paid sick leave shall be reinstated.

Usage	
When	An Employee may use paid sick leave beginning on the 90th day of employment.
How	An Employer shall provide paid sick leave upon the oral or written request of an Employee for themselves, a family member, or for any individual related by blood or affinity. Qualified use of time can be found in LAMC Section 187.04(G).
	The use of paid sick leave may be limited to 48 hours leave annually.

Los Angeles Municipal Code Section 187.06 protects Employees from any discrimination or retaliation for exercising their rights to receive the City's paid sick leave.

For more information, please contact the Office of Wage Standards at
1-844-WAGESLA (924-3752) or email wagesla@lacity.org or visit http://wagesla.lacity.org/.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.