

# 2015 Sick Pay Policy Update FAQs

Beginning July 1, 2015, a sick pay policy will be implemented for hiring hall, temporary additional, intermittent employees who have not attained regular status and interns – awarding 24 hours of sick time per year, available for use after 90 days of employment. We are legally required to provide you with the basic information regarding the new law.

Read the FAQs below for more information.

If you have any further questions, please email [PGELeaveTeam@pge.com](mailto:PGELeaveTeam@pge.com).

## Policy Questions

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### **What is the new sick pay policy and who does it impact?**

Beginning July 1, 2015, Assembly Bill 1522 requires all California employers to provide 24 hours of paid sick time per year to all employees, available for use after 90 days of employment. Our existing sick pay policies meet or exceed this requirement, with the exception of the sick pay benefits for hiring hall, temporary additional and intermittent employees who have not gained regular status and interns. As a result, we're introducing a new sick pay policy for employees who did not previously have sick pay benefits.

### **Where can I find more information on Assembly Bill 1522, the Healthy Workplace Healthy Family Act of 2014?**

More information can be found on the [California Department of Industrial Relations website](#).

### **What can the sick time be used for?**

You can take paid leave for you or a family member for preventive care or care of an existing health condition or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. Preventive care would include annual physicals or flu shots. For partial days, your employer can require you to take at least two hours of leave, but otherwise the determination of how much time is needed is left to the employee.

### **Are letters of agreements in place?**

Yes, the Labor Relations team has worked with the IBEW and ESC unions on letters of agreement agreeing to the change. The signed letters of agreement will be added to the [online library](#) for reference once completed. The SEIU does not have any employees that are impacted by this change and therefore did not need to sign a letter of agreement.

### **Who qualifies as a family member that I can use the sick relative time for?**

Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling.

### **What does this mean for me?**

**Management and A&T employees:** Your sick pay policy remains the same. For more information about your sick pay policy, review the [Summary of Benefits handbook](#).

**Union non-hiring hall, non-temporary additional and intermittent employees who have attained regular status, including Probationary employees:** Your sick pay policy remains the same. For more information about your sick pay policy, review the [Summary of Benefits handbook](#).

**PG&E Corporation employees:** Your paid time off policy remains the same. For more information about your paid time off policy, review the [Summary of Benefits handbook](#).

### **Hiring hall, temporary additional and intermittent employees who have not gained regular**

**status and interns:** If you have worked at PG&E for 90 days or more in 2015 as of July 1, you can use 24 hours of sick time when you need time off from work because of a personal illness or injury that does not qualify as an industrial injury under the terms of workers' compensation or for the injury or illness of a

qualifying family member.

**Contractors (i.e., Agile 1 and Canus employees):** The new sick pay policy is only for PG&E employees. Contractors are not considered PG&E employee's. Please contact your employer for how your employer may be implementing Assembly Bill 1522, the Healthy Workplace Healthy Family Act of 2014.

**Will this change my current benefits allowance?**

No, the award of sick hours does not change your current benefits allowance.

**If I leave my job, can I cash out my unused sick days?**

No, unused sick days are not cashed out upon employment termination.

## Eligibility

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**Does the 90 days of employment have to be consecutive days?**

No. To qualify, you must work 90 cumulative days in a 12-month period, starting with days of employment from January 1, 2015 going forward. The SAP system will determine your sick pay time eligibility and award hours when applicable.

**Is the 90 days counted as business days or days I perform work, or calendar days?**

The 90 cumulative days in a 12-month period requirement is counted in calendar days, based on your employment dates in SAP.

**Do I get 24 hours of sick pay every 90 days, or 24 hours just after I've reached 90 days of service?**

If eligible, you get 24 hours of sick pay just after you've reached 90 days of service, not 24 hours every 90 days.

**If I worked as a regular employee with sick pay, terminated my employment then return as a hiring hall, temporary additional, intermittent employee who has not gained regular status or as an intern within the same calendar year, would I immediately qualify for the mandatory sick since I've worked over 90 days within the prior year?**

Yes. You would immediately qualify for an award of 24 hours due to having worked 90 days (in any classification) in the previous one year.

**Do all employment periods that I work in a one year period count towards the 90 days, regardless of whether or not I was in the same classification during for all 90 days?**

Yes, all periods of employment count toward the 90 days of employment rule.

**Will this also apply to contractors or workers hired through an agency?**

No, this Sick pay policy is only applicable PG&E Employees, specifically for the groups identified above (hiring hall, temporary additional, intermittent employees who have not attained regular status and interns). Contractors and workers hired through an agency are not considered PG&E employees. They can refer to their respective employer's for how their employer is implementing Assembly Bill 1522, the Healthy Workplace Healthy Family Act of 2014.

## Timekeeping/Time Entry

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**It's July 1<sup>st</sup> and I think I should be seeing 24 Sick hours in my time off bank but I still see 0, what's wrong?**

SAP is being updated mid-July. If you've worked 90 days in 2015, you'll see 24 hours of sick pay available on July 12, 2015, retroactive to July 1, 2015. This means that if you take a sick day between July 1 and July 11, you will not be able to record your sick hours until after July 12. Employees will receive the 24 hours of sick the first time they have an attendance at the point they qualify.

**Do I get 24 hours for sick and another 24 hours for sick relative?**

No, if you qualify, you are awarded a total of 24 hours that can either be used for sick time or sick relative time.

**Do unused sick hours accrue year over year?**

No, the hours are awarded annually on your first day of attendance in the New Year, if you are otherwise eligible. Any unused hours will not roll-over to the New Year.

**Where can I look to see how much sick I have on the books?**

You can go to [PG&E@Work For Me](#), then click About Me, My Time, My Time Off to see your sick hours balance.

**What is the time code for sick time and sick relative time?**

For time entry into SAP the time code for sick time is 2003 and the time code for sick relative is 2005.

**How do I record my time if I'm sick?**

Continue to follow your local time reporting procedures. There are *no changes* to how you or your timekeepers currently record time, or to sick time code 2003 or sick relative time code 2005.