California Paid Sick Leave

Quick Reference Checklist

Employees who work in California for 30 or more days within a year are entitled to paid sick leave of three days or 24 hours (whichever is longer) in the calendar year. During an eligible employee's first calendar year of employment, California Paid Sick Leave (PSL) is available beginning on the 90th day of employment. For subsequent years, California PSL will be available on January 1. Unused California PSL cannot be carried over from year to year or cashed out at termination or retirement. If you are rehired within one year, previously unused California PSL will be reinstated.

This checklist outlines the actions required and responsible parties related to California PSL.

For more information about California PSL, refer to [HR Policy 110: Leave of Absence – General](#).

Responsible	Action	Notes
Employee	☐ Report your absence.	As soon as you know you will be absent, contact your manager or supervisor.
	☐ Determine eligibility for time off under California PSL.	Review the California PSL law to determine if it applies to your situation. Your manager or supervisor can help.
	☐ Record California PSL absence on your time sheet.	If you do not enter your own time, report your hours to your business area's designated time administrator.
Manager or Supervisor	☐ Verify your employee's eligibility for California PSL.	For eligibility and use, review [HR Policy 110](#).
	☐ Ensure your employee's time is recorded correctly on his or her time sheet.	Local management is responsible for administering and tracking California PSL absences.
HR Business Partner and Employee Relations Counselor	☐ Provide direction and information related to state leave laws and time sheet coding.	Assist and advise supervisors and employees about time allowed under California PSL. Direct them to the appropriate information and resources.
Time Administrator	☐ Accurately code employees' time off for California PSL into SAP HR.	Understand the time codes for California PSL. If you code time on behalf of employees, make sure to code absences accurately.