



MediQuest



Advantex



2024 California Sick Leave Informational Guide

For Associates not working in counties
with their own sick accrual mandate

Effective January 1, 2024

Starting on January 1, 2024, Employers must generally provide 5 days or 40 hours of paid sick leave to their employees in California.

1. When Do I begin Accruing Sick time?

- You will begin accruing sick time on the day you begin working on an assignment.

2. How do I accrue Sick time?

- You will accrue 1 hour of sick time for every 30 hours you work

3. Can I use sick time as soon as it's accrued?

- You must complete a 90-day employment period before being able to use your accrued time off in 2-hour minimum increments.
 - For example: if you were hired on January 1, 2024, you would begin accruing sick time on your first day worked, but would not be able to use what you accrue until April 1, 2024 (the date when you would meet the 90 days of employment)

4. How much sick time can I accrue and use?

- You will be allowed to use up to 40 hours (5 days) of sick time per calendar year. You will continue accruing sick time until you reach the maximum cap of 80 hours.
- Please note, any sick time you accrue and not use, will be carried over to the next year, but it cannot be more than the 80 hours maximum cap
- Our company will not allow advances of sick time to associates

5. What can I use sick time for?

- You can take paid sick leave for yourself or a family member, for preventive care or diagnosis, care or treatment 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, sibling or designated person.
 - Preventive care would include annual physicals or flu shots.
- You may decide how much paid sick leave to use, but please keep in mind you must use your sick time in increments of no less than 2 hours.
- In cases where you take 5 or more consecutive sick days, medical documentation for your absence will be requested.

6. How much notice must I provide if I need to call out sick?

- Whenever possible, the Company requires you to provide us with at least 2 hours' notice prior to your shift on the day you will be absent. While we understand that emergencies happen, you must make an effort to contact us as soon as possible. **You must call your recruiter (not your worksite supervisor) to use your sick time.**
- **Our company has the legal responsibility to pay your sick time no later than the pay period after you took sick time. Any sick time requests received past this timeframe may be delayed as our company will need client approval and confirmation of your absence.**



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- Additionally, if you fail to call us at all, the absence will be counted as a No-Call No-Show and applied towards attendance. Remember, 3 consecutive days of No Call No Show is considered voluntary job abandonment and your employment will be terminated.

7. Where will I find my sick time balances?

- Sick time balances are listed and available on your pay stub

8. What if I call out sick and don't have enough time to cover my absence?

- You must have a minimum of 2 hours of sick time in your accrual bank to use sick time. If you do not have enough time (for example, you have 4 hours of sick time, but you will be missing an entire 8-hour shift) you will be paid the 4 hours of sick and the remaining time will be unpaid and count towards your attendance

9. Can the company deny my sick time request?

- Not if you haven't used the maximum sick time allowed for the calendar year, have at least 2 hours of sick time, and have completed your initial 90 days of employment. However, it may be denied in cases where the worksite is closed for a holiday, or if you have already used all your yearly available sick time for the calendar year. Sick time cannot be used to supplement missed work hours if the reason is not due to anything that this law covers (see Question 5)

10. What if the client where I am assigned sends me home because I am sick and I don't have enough sick pay? Can I refuse to go home?

- If this happens, please call your recruiter right away so we can let you know how much sick time you have available. If you do not have sufficient time or have used all your available sick time for the year, you will not be paid for the hours missed. California allows a worksite employer to deem someone sick as a threat to the health and safety of other employees and permits the employer to send the sick person home.

11. Will my accrued sick time be paid out at the end of the year if I do not use it?

- No. However, it will roll over to the next calendar year and is available to use when needed.

12. Will my accrued sick time be paid out at the end of my employment with the company?

- No. However, if you are placed on assignment within 12 months (1 year) from your last assignment, any sick time balances previously earned will be made **available to you**.

13. If my assignment has ended or I have been terminated, can I call my recruiter to use available sick time?

- No, you must be actively working on assignment when using sick time.

14. Who can I call if have questions regarding this law?

- Please contact our Human Resources Department at 949-752-6996, Option 4
- You may also visit the California Dept. of Industrial Relations website at:
 - i. [California Paid Sick Leave: Frequently Asked Questions](#)