
From: Francesconi, Mike@CDFA <mike.francesconi@cdfa.ca.gov>
Sent: Friday, January 26, 2024 4:55 PM
To: Francesconi, Mike@CDFA
Cc: Lara, Gilbert@CDFA; Southwick, Charles@CDFA; Elliott, Denise@CDFA; Yates, Kaylen@CDFA; Kume, Joji@CDFA; Goss, Sofia@CDFA; Anater, Kenneth@CDFA
Subject: D2024-01 Sick Leave
Attachments: D2024-01 SB 616 Sick Leave Final ADA.pdf; paid_sick_days_poster_template_ ADA.pdf

Good evening DAA Board Chairs and CEOs,

Please find the attached, Circular letter D2024-01 Sick Days Accrual and Use, this letter is to inform you of the latest revision to the Healthy Workplaces, Healthy Families Act of 2014 (act) with the passage of SB 616 that went into effect on January 1, 2024. If your DAA has not adopted a policy for handling sick leave for workers that would fall under the act, then make sure to adopt one of the two policies listed in the letter.

Please ensure that this information is shared with the fair board at the next regularly scheduled board meeting listed as an item of "correspondence". For future reference, you may view and download the F&E Circular Letters at <https://www.cdfa.ca.gov/FairsAndExpositions/> which are located under the "Correspondence" tab.

Sincerely,

Mike

Mike Francesconi
Branch Chief
CDFA Fairs and Expositions
Ph (916) 900-5365
mike.francesconi@cdfa.ca.gov





January 26, 2024

D2024 - 01

TO: All District Agricultural Association CEOs

SUBJECT: SB-616 Sick Days: Paid Sick Days Accrual and Use

This letter is to inform you of the passage of [SB 616 \(Gonzalez\)](#) the latest revisions to the Healthy Workplaces, Healthy Families Act of 2014 (act) **Sick Days: Paid Sick Days Accrual and Use**. This act excludes specified employees covered by a valid collective bargaining agreement. This bill was signed into law by Governor Gavin Newsom on October 4, 2023, and went into effect on January 1, 2024, requiring employers to provide 5 days or 40 hours of paid sick leave to their employees.

Employee Entitlement:

- An employee who works for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular rate. Accrual shall begin on the first day of employment. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days.
- An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry-over is required.

Employee Usage:

- An employee may use paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request.
- An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.

To help clarify questions you may have, see the Department of Industrial Relations answers to questions that are frequently asked about [California's Paid Sick Leave Law](#). Attached is a poster that must be displayed where employees can easily read it. How employers provide this leave depends on what kind of plan is adopted by the employer.



Employer Options for Accounting of Accrual and Use of Sick Leave

Option 1: Alternative Accrual Rates

- Amends this accrual exception to require that, in addition, employees have accrued no less than 40 hours (or 5 days) of leave by the 200th day of employment and that same amount by the 200th day in each subsequent year.

Accrual and Carryover

- Increases the cap to 80 hours or 10 days – whichever is greater.

Option 2: Frontloading

- Increases the frontload requirement to 40 hours or 5 days – whichever is greater.

Timing of the Frontload Distribution

- In addition to providing the frontloaded 24 hours or 3 days of paid leave for the employee to use by the 120th day of employment, employers must also ensure that the employee has no less than a total of 40 hours or 5 days of paid leave for the employee to use by the time they complete their 200th day of employment. Accordingly, this new provision essentially allows employers to provide the frontloaded amount in a piecemeal fashion rather than provide the entire lump sum at one time.
 - For example, the employer can provide 24 hours or 3 days by the 120th day of employment and an additional 16 hours or 2 days by the 200th day of employment.

The DAA should review its current paid sick time policy or paid time off policy to ensure that eligible employees are receiving sufficient paid sick time by January 1, 2024. The DAA sick time policy should clarify if the Accrual method or Frontloading method is being used by the employer.

If you have any questions, please contact Mike Francesconi, at (916) 900-5368.

Sincerely,

A handwritten signature in blue ink that reads "Michael Francesconi". The signature is written in a cursive, flowing style.

Mike Francesconi
Branch Chief
Enclosure

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT

(Poster may be printed on 8 ½" x 11" letter size paper)

**HEALTHY WORKPLACES/HEALTHY FAMILIES ACT:
CALIFORNIA PAID SICK LEAVE
(as amended effective 1/1/2024)**

Entitlement:

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days.
- An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry over is required.
- Other accrual plans that meet specified conditions, including PTO plans, may also satisfy the requirements.

Usage:

- An employee may use paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the [alphabetical listing of cities, locations, and communities](#). Staff is available in person and by telephone.