



**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**699 Old Orchard Drive, Danville, California 94526**  
*Human Resources*  
**(925) 552-2923 • FAX (925) 552-5092**

2024

**SB 616 New Sick Leave Law**  
**Amends AB 1522 – Healthy Workplaces, Healthy Families Act**

**INTRODUCTION**

In October 2023, Governor Newsom signed Senate Bill (SB) 616, which amends the Healthy Workplaces/Healthy Families Act of 2014. In accordance, the San Ramon Valley Unified School District will provide paid sick leave to eligible employees who are not granted paid sick leave under a collective bargaining agreement.

**ENTITLEMENT**

After January 1, 2024, eligible employees will receive up to 40 hours of annual sick leave. PERS retirees employed by the school district are not eligible. An employee may begin to use up to 24 hours paid sick leave on their 120<sup>th</sup> day of employment and the additional 16 hours on their 200<sup>th</sup> day of employment. Any unused sick leave hours do not carryover from one year to the next.

**USAGE**

Under SB 616, paid sick leave days are for the diagnosis, care or treatment of an existing health condition or preventative care for an employee or employee's family member or for an employee who is a victim of domestic violence, sexual assault, or stalking.

For the purposes of this policy, a family member is defined as follows:

1. A child, which for purposes of this article means biological, adopted, or Foster child, stepchild, legal ward, or a child whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent 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.
3. A spouse
4. A registered domestic partner
5. A grandparent
6. A grandchild
7. A sibling

Use of paid sick leave is limited to 40 hours per fiscal year (i.e., July 1, 2024-June 30, 2025).

**PROCEDURES FOR USE**

Eligible employees may request sick leave only for days they are scheduled to work but cannot as a result of one of the allowable reasons for use of paid sick leave as specified above.

To use available sick leave, employees must call/notify the appropriate department (as shown below) prior to the scheduled start time of the work shift. The employee must also complete the SB 616 Leave Request Form and submit it to the Human Resources Department within two (2) working days following the absence. If the

need to use sick leave is foreseeable, the employee must complete the [SB 616 Leave Request Form](#) and submit it to the Human Resources Department in advance.

An employee requesting sick leave is not responsible for securing a replacement worker to cover the time during which he/she uses sick leave.

**For certificated assignments:**

Please contact Monica Rosas at (925) 552-2931 to cancel a previously scheduled job.

**For classified assignments:**

Please contact the appropriate Department to cancel a previously scheduled job.

Child Nutrition	Kim Korsak	(925) 824-1808
Custodial	Kelsey Bollenbach	(925) 824-1812
Special Education	Monica Rosas	(925) 552-2931
Transportation, Crossing Guards	Sangeeta Gangapurkar	(925) 824-1823
Clerical	Sharon Gilbreth	(925) 552-5021
Noon Duty	School Site Office Manager	
Enrichment Para Educator	School Site Office Manager	

The San Ramon Valley Unified School District will not deny an individual the right to use accrued sick leave, discharge, or threaten to discharge, demote, suspend, or in any manner discriminate against an individual for using accrued sick leave, attempting to exercise the right to use accrued sick leave, filing a complaint with Superintendent's Designee or alleging a violation of this law, cooperating in an investigation or prosecution of an alleged violation of this law, or opposing any policy or practice or act that is prohibited by this law.

Should you have any questions about SB 616 or its implementation in San Ramon Valley Unified School District, please do not hesitate to contact Sharon Gilbreth at (925) 552-5021.