

**From:** [Suter, Monica](#)  
**To:** [Suter, Monica](#)  
**Subject:** FW: Information on New Paid Sick Leave Law for Part Time Employees Effective July 1, 2015  
**Date:** Tuesday, January 05, 2016 10:22:26 AM  
**Attachments:** [Notice to all PT Employees Paid Sick Leave Final.doc](#)  
[Paid Sick Leave Poster.pdf](#)  
[Paid Sick Leave FAQs Final.docx](#)

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**From:** Crook, Kathleen  
**Sent:** Thursday, June 25, 2015 1:27 PM

**Subject:** Information on New Paid Sick Leave Law for Part Time Employees Effective July 1, 2015  
**Importance:** High

Hello,

I would like to inform you about the new Paid Sick Leave Law that goes into effect July 1, 2015. This law will provide paid sick leave to all part time employees of the City starting July 1, 2015.

Full Time employees and Part Time Civil Service Employees currently have sick leave benefits in their collective bargaining agreements that exceed the law requirements and are exempt from this law.

As a Supervisor and/or Manager, you may have to answer questions regarding this new law.

The attached memo summarizes the law and is being distributed to each part time employee this week.

The attached poster was posted on City Bulletin Boards earlier this year.

Please review the memo, poster and the Frequently Asked Questions "FAQ's" to familiarize yourself with the law.

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The Payroll department is in the process of revising the part-time timesheets which will now include a section for employees to indicate when they want to use paid sick leave. The revised timesheet will be distributed on or before July 10<sup>th</sup> and part time employees can begin using the new timesheet starting with the pay period beginning July 11th. Paid sick leave accruals will show up on the August 5<sup>th</sup> paycheck for part time employees.

After reviewing all this information, if you have further questions, please feel free to contact me directly.

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