



Per the City of San Diego ordinance, employees are now eligible for Paid Sick Leave according to the following guidelines:

An employee working within the City of San Diego, on or after July 11, 2016, for 30 or more calendar days within a year is entitled to paid sick leave.

- Applies to temporary, part-time and full-time employees.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked.
- An employee who works 40 hours per week accrues 1.33 hours per week
- Paid at the employee's current rate of pay.

Accrued paid sick leave must carry over to the following year.

The employee may begin using accrued sick leave on the 90th calendar day of employment. An employee may use paid sick leave for:

- Themselves, a family member or individual related by blood or affinity for the diagnosis, care or treatment of an existing health condition or preventive care
- Specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking

**Sick Leave use is limited to 40 hours or 5 days per year.**

**An employer is not required to pay out accrued, unused paid sick days at the time of termination, resignation or retirement.**

**If an employee is rehired within six months of separation from employment, previously accrued or unused paid sick leave shall be reinstated.**

If you have any further questions, please feel free to contact Premier Healthcare Services, at [customerservice@phs-west.com](mailto:customerservice@phs-west.com). You may also contact Premier by phone at **(866) 428-1730** and ask for Veronica or Manuel.

Thank you for your service to our community,

**Premier Healthcare Services**

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