

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

An employee working within the City of Los Angeles, on or after July 1, 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 and may be capped at 72 hours (or 9 days)

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 48 hours or 6 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 a year 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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