

Paid Sick Leave

Beginning July 1, 2018, active IHSS providers in all California counties became eligible for paid sick leave.

What is paid sick leave?

Paid sick leave is paid time off from work as an IHSS provider due to illness or a medical appointment. You may use paid sick leave for yourself or to care for a family member who is sick or has a medical appointment. You may also use paid sick leave if you are a victim of domestic violence, sexual assault, or stalking to obtain relief, medical attention, services, or counseling.

How is paid sick leave earned and accrued?

As an IHSS provider, you earn eight (8) hours of paid sick leave after you work a total of 100 hours providing authorized services for one or more IHSS recipient(s). The accrual of paid sick leave will increase incrementally dependent upon increase in State minimum wages.

You may begin using the paid sick leave you earned after you have worked an additional 200 hours providing authorized services, or after 60 calendar days from the date you earned paid sick leave, whichever comes first.

Example:

- If you began providing authorized services to your recipient on July 1st and worked 40 hours a week, you would reach 100 hours providing authorized services on approximately July 18th. At this point you would have earned eight (8) hours of paid sick leave.
- You would then have to work providing authorized services for an additional 200 hours or 60 calendar days (or approximately September 16th), whichever comes first, in order to use your accrued eight (8) hours of paid sick leave.

Note: Any unused paid sick leave will expire on June 30th each year. In other words, if you don't use it, you lose it. But don't worry, you will accrue the full amount of sick leave at the beginning of each fiscal year on July 1st.

How do I request paid sick leave?

There are two ways that you can request paid sick leave: by paper or electronically.

Paper Paid Sick Leave Request

- To request paid sick leave by paper, you must complete the IHSS Program Provider Sick Leave Request Form (SOC 2302). You can obtain the form by downloading and printing it from the [CDSS webpage \(www.cdss.ca.gov\)](http://www.cdss.ca.gov) or obtain a printed copy from the county IHSS office.
- Once you've completed the SOC 2302 and it has been signed and dated by you and the recipient, send the SOC 2302 in a separate envelope to the address printed on the SOC 2302. Mail the SOC 2302 at the same time that you submit your timesheet for processing.
- The completed SOC 2302 must be received by the end of the following month in which the sick leave is claimed for your claim to be processed.

Electronic Paid Sick Leave Request

- To request paid sick leave electronically, you will need to be registered to use the Electronic Services Portal (ESP).
- Once you log into the ESP, go to the Sick Leave Claim tab. There you can fill out a request for paid sick leave electronically.
- Recipient approval is not required with electronic paid sick leave request
- The benefits of submitting an electronic paid sick leave request include not having to obtain a SOC 2302 from the county or CDSS website and avoiding potential delays in mailing the SOC 2302, which can cause delayed payments.

How do I receive payment for paid sick leave?

Payment for paid sick leave will be mailed to you in a separate paycheck from your regular IHSS payment. If you are signed up for direct deposit, payment for paid sick leave will be delivered to you via direct deposit separate from your regular IHSS direct deposit.

For more information, contact your local county IHSS office.