

Paid Sick Leave

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Paid Sick Leave is paid time away from work which you can use exclusively for your own medical need, the medical need of a covered family member, when you need time off for SAFE reasons, and any other reason that is permitted under applicable state or local law.

It is in our best interests that an employee who is ill or injured not remain at work. It is your responsibility to notify your immediate supervisor or the Store Director if, while at work, you feel an illness or injury that warrants going home or to the doctor.

You are encouraged to make your routine doctor or dentist appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with your supervisor or the Store Director.

Paid Sick Leave Accrual

All employees, including part-time and temporary employees, will receive one (1) hour of Paid Sick Leave for every 30 hours worked, up to a maximum of 48 hours (which is the equivalent of 6 eight (8) hour days) of leave specifically designated as Paid Sick Leave on an annual basis. Accrual of Paid Sick Leave begins upon your hire date.

Accrued but unused Paid Sick Leave will be carried over year after year, until a maximum of 360 hours (which is the equivalent of 45 eight (8) hour days) has been reached. Once the maximum amount has been accrued, you will not be able to accrue any further amounts until your Paid Sick Leave bank has been reduced below the maximum amount.

Paid Sick Leave Usage

You may begin using your Paid Sick Leave after completion of 90 days of employment. If you take any time off before you have completed 90 days, such time off will be unpaid. Paid Sick Leave may be used in two (2) hour increments.

Paid Sick Leave “Covered Family Member” Definition

Covered family members include children, parents, spouses, registered domestic partners, legal wards/guardians, grandparents, grandchildren, siblings, as well as any other individuals identified under applicable state or local law.

Paid Sick Leave Requests

You can submit Paid Sick Leave requests to your immediate supervisor or Store Director. For health-related appointments, you should provide reasonable advance notice to your immediate supervisor. We understand that there are situations where it is not possible to give advance notice of the need for sick leave, and in those cases, you must notify your immediate supervisor or the Manager in Charge at least two (2) hours before your scheduled shift.

It is your responsibility to notify your immediate supervisor or the Manager in Charge at the beginning of each workday in which you are absent due to illness or injury.

Exceptions to your notification responsibilities include a serious accidental injury or hospitalization or when it is known in advance that you will be absent for a certain period of time and you have already cleared this absence with your immediate supervisor or the Manager in Charge.

Return from Paid Sick Leave

If you have been absent more than three (3) consecutive working days, the Store Director or the Director of Human Resources may request you to provide a medical certification from your doctor.

Paid Sick Leave and Approved Leaves of Absence Integration

Paid Sick Leave may run concurrently with other applicable and approved leaves of absence. If you are approved for a medical leave of absence, FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS may first apply unused Paid Sick Leave hours before applying any other accrued leave entitlements.

Effect of Termination on Accrued Paid Sick Leave Time

Paid Sick Leave is not earned or accrued which means that when you leave FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS, there is no payout. Additionally, you may not “cash out” sick credits during your employment.