

December 3, 2014

California DLSE Publishes New Paid Sick Leave Poster and Notice

As most California employers are already aware, Governor Brown recently signed the Healthy Workplaces, Healthy Families Act of 2014 (A.B. 1522), which will require employers to provide paid sick leave to employees. (See our prior Employment Law Alert, [Paid Sick Leave Becomes Law in California](#).) While the bill indicates that paid sick leave accrual begins July 1, 2015, the California Division of Labor Standards Enforcement (DLSE) has indicated that the law generally takes effect on January 1, 2015 – and employers must comply with certain notice provisions by that date.

First, the DLSE has published a new poster template to notify employees of their paid sick leave rights. The notice must be posted in the workplace by January 1, 2015. [Click here](#) to download a copy from the DLSE's website. Note that employers may need to modify the template to reflect their particular sick leave policies.

Second, the DLSE has updated the existing Labor Code section 2810.5 "Notice to Employee" (also known as the new hire notice) template, to include information on the employer's paid sick leave policies. The revised Notice to Employee must be used as of January 1, 2015. [Click here](#) to download the revised form from the DLSE's website. The template adds four check boxes to indicate how paid sick leave is provided to the employee or that the employer is exempt from the paid sick leave requirement. Unfortunately, the notice could prove confusing because while it must be used as of January 1, it does not provide space for an employer to indicate when paid sick leave accruals begin, which could be as late as July 1. In any event, as with prior versions of the Notice to Employee, employers may add content/information to the template, so long as all of the required content is included.

We will keep you updated as more information on the paid sick leave law becomes available. In the meantime, employers should be certain to have the new poster and employee notice in place by January 1. Additionally, employers should begin the process of determining how to revise their existing sick leave and/or PTO policies and practices, or implement new ones, to ensure compliance with the accrual and use provisions of the new law.

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