



Reminder: California Employers Required to Notify Most Employees about Paid Sick Leave

The Department of Industrial Relations (DIR) reminds employers of the labor law requirement to notify their workers in writing about their rights under the [Healthy Workplace Healthy Family Act of 2014 \(Assembly bill 1522\)](#) – California’s new paid sick leave law – that took effect on July 1, 2015.

All employers were required to post a notice about the new law in a conspicuous place at the worksite beginning January 1, 2015. More information on the requirements of the new law is available on the DIR website, including a [Frequently Asked Questions](#) page that was posted in February 2015.

Most employees must be individually notified: Employers must provide most employees with individual notices detailing their rights to paid sick leave per Labor Code sections [2810.5](#) and [246\(h\)](#), even in situations where the employer’s policy exceeds the state provisions. Employees that fall within the following groups are not required to receive individual notification, per Labor Code section [2810.5\(c\)](#) if they are:

- Directly employed by the state, city, county, special district;
- Exempt from payment of overtime or the Industrial Welfare Commission wages;
- Covered by a valid collective bargaining agreement.

Notification template: Employers can print and complete a [template](#) available on the Labor Commissioner’s website in English, [Spanish](#) or [Vietnamese](#), and provide it as an individual notification to each of their employees. Employers can also provide this same information in a notice of their own creation.

Delivery of notification: The notice can be submitted with the employee’s next wage payment after July 1, 2015. It can be printed on a detachable part of the paycheck itself or attached to the paycheck as a separate document. Alternatively, the notice can be handed to employees or mailed to them by Wednesday, July 8, 2015.

Employers and workers can refer to [DIR’s webpage](#) for more information on the new law, including a [recorded training webinar](#) and [presentation slides](#), as well as [FAQ’s](#). DIR has also produced [a short video](#) on the new law.

July 3, 2015