

Carnegie Mellon University
California Paid Sick Leave Protocol
(For Employees Not Eligible for PTO)

1. Scope

The purpose of this protocol is to comply with the California Healthy Workplace Healthy Family Act of 2014 (also known as California Paid Sick Leave Law). This protocol applies to any employee who works for more than 30 days per year in the state of California and who is not eligible to receive PTO or Special Faculty

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available for use. This notice may

separate writing.

d. Carry -Over of Sick Leave

Eligible employees may carryover up to 40 hours of Paid Sick Leave from year to year. The accrual cap , or maximum amount of unused Paid Sick Leave an employee can accrue in total, is 80 hours.

e. Conversion of Sick Leave

Employees shall not be paid for unused Paid Sick Leave upon separation from the university.

Employees who transition to a full -time position that is eligible for PTO or Special Faculty Vacation will not be eligible for Paid Sick Leave. In such cases, any accrued but unused Paid Sick Leave will be converted to PTO or Special Faculty Vacation, as applicable.