



**IMPORTANT INFORMATION FOR IN-HOME SUPPORTIVE SERVICES
 RECIPIENTS ABOUT THE NEW PAID SICK LEAVE PROGRAM**

On April 4, 2016, Governor Jerry Brown signed Senate Bill 3 into law, allowing In-Home Supportive Services (IHSS) providers to receive annual paid sick leave beginning July 1, 2018. The California Department of Social Services (CDSS) has prepared this notice to provide you with information about this important new benefit.

PROVIDER’S EARNING OF PAID SICK LEAVE

Beginning July 1, 2018 (which is the first day of the State Fiscal Year), your IHSS provider will get eight hours of paid sick leave after being paid for working a total of 100 hours, providing authorized services for you and/or other IHSS recipient(s).

WHEN PROVIDER CAN BEGIN USING EARNED PAID SICK LEAVE

Although your provider has earned eight hours of paid sick leave after working a total of 100 hours providing services to you (and/or other IHSS recipients), he/she cannot begin using paid sick leave until he/she is paid for working an additional 200 hours or 60 calendar days, whichever comes first, for you and/or other IHSS recipient(s).



Once your provider has completed the requirements to work 100 hours and an additional 200 hours (or 60 days), he/she will not have to repeat these requirements again as long as he/she continues to work as an IHSS provider.

EXAMPLE #1: REGULAR PROVIDER

On July 1, 2018, a provider begins working 40 hours a week for his recipient. Once the provider has been paid for working a total of 100 hours providing authorized services for his recipient (on approximately July 18), he will earn his eight hours of paid sick leave. The provider can begin using his paid sick leave on approximately August 22, after he has worked providing authorized services for his recipient for an additional 200 hours after July 18.

EXAMPLE #2: BACK-UP PROVIDER

On July 1, 2018, another provider begins working 10 hours a month as a back-up provider for her recipient. Once this provider has been paid for working a total of 100 hours providing authorized services for her recipient (on approximately May 1, 2019), she will earn her eight hours of paid sick leave. This provider can begin using her paid sick leave on June 30, 2019, after she has worked providing authorized services for her recipient for 60 calendar days after May 1, 2019.

PROVIDER'S USE OF PAID SICK LEAVE

It is important for your provider to let you know as soon as possible when he/she will be using paid sick leave so that you can arrange for your services on the day when your provider will not be available.

PLANNED TIME OFF

If your provider knows ahead of time that he/she will need time off (for a doctor's appointment, for example), he/she will need to let you know

- **At least 48 hours (or two days)** in advance.

You should work with your provider to arrange his/her schedule to ensure that you receive all of your authorized services.

UNPLANNED TIME OFF

If your provider is sick or has a medical emergency, he/she needs to let you know immediately

- **At least two hours before the time he/she should be starting work.**

This will allow you to arrange for a back-up provider to come and provide authorized services to you during your provider's time off, if needed.

The hours your provider uses for paid sick leave will **not** be deducted from your total number of monthly authorized hours. Hours worked by your provider and any back-up provider who provides authorized services during the paid sick leave time period must be within your monthly authorized hours. You will be responsible for payment for any service hours that exceed your monthly authorized hours.

QUESTIONS OR ASSISTANCE

You can call your local county IHSS office if you have any questions about any of the information provided in this notice.