

HUMAN RESOURCES MEMORANDUM 16-004		DATE ISSUED: 1/26/2016
SUBJECT: Wounded Warriors Transitional Leave Act – Sick Leave		REFERENCE: 2016-002
TO: DGS Managers and Supervisors, Personnel Liaisons, and Attendance Clerks		SUPERCEDES:

PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose This HR Memo is to inform you of Senate Bill 221, which enacted the Wounded Warriors Transitional Leave Act and amended Government Code section 19859. This law grants eligible state officers or employees who are hired on or after January 1, 2016, 96 hours of sick leave to be used for the treatment of a military service-connected disability.

Requirements To qualify, the employee must be a military veteran with a military service-connected disability rated at 30 percent or more by the United States Department of Veterans Affairs.

Eligible employees are required to submit a verification letter to their personnel office in order to receive the sick leave credit. A verification letter may be requested from any United States Department of Veterans Affairs office, or by calling (800) 827-1000 or accessing a Veterans Affairs eBenefits account. Letters may also be obtained from any California Department of Veterans Affairs office.

Sick Leave Credit The 96 hours of sick leave shall be credited and available for use by the qualifying employee on their first day of employment, and is not prorated based on time base. The sick leave shall remain available for use for the following 12 months, and any unused hours will expire thereafter. For example, a qualifying employee hired on January 6, 2016, may begin using the sick leave entitlement on January 6, 2016, and will forfeit any unused hours effective January 6, 2017.

Questions For questions related to this HR Memo, please contact your Personnel Specialist.

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Office of Human Resources

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