



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

December 15, 2025

To: Pastors, Agency Directors, Office Managers, School Principals, and Human Resources Representatives

FR: Anna Schiele

RE: Updated Sick Pay Procedures for Temporary and Occasional Part-Time Employees

The Labor Commissioner's Office has provided further guidance regarding the accrual of sick time for Temporary or Occasional Part-Time Employees. The Labor Commissioner has identified that employers who use the accrual schedule of 1 hour of paid sick time for every 30 hours worked are exempt from meeting the minimum sick time thresholds by the 120th and 200th day of employment. As a result, we will **no longer need to frontload sick time** for Temporary or Occasional Part-Time Employees.

There is no action required on your part at this time, but you will want to utilize the following process going forward when hiring a Temporary or Occasional Part-Time Employee. This is the same process that we previously utilized.

For Temporary and Occasional Part-Time Employees (New Hires)

1. When setting up the employee profile in ADP ensure the employee is set to the 19HR clock.
2. Ensure that the employee has a date 6 (start date as ineligible EE) in mapped and custom dates.
3. Ensure all Temporary and Occasional Part-Time Employees have been assigned a time off policy after 90 days of hire. Please follow the directions provided by ADP on the process of assigning time off policies.

Note: Assigning the time off policy must be done at the same time as when setting up the new temporary/occasional part-time employee. The assignment start date must be 90 days after date of hire/rehire (i.e. hire date 7/1/24, assignment start date is 10/1/24.)

Resources:

For your ease we have attached the ADP Guides regarding how to assign time off policies for Temporary and Occasional Part-Time Employees.

If you have any questions or concerns, please feel free to contact the Office of Lay Personnel at 916-733-0239.

Assigning/Updating Time Off Policies

Note: This solution is valid for both the **Classic WFN Experience** and the **New WFN Experience**.

Time Off Assignment for Occasional Part Time

If you're managing a policy for an individual employee:

- **People > Time Off > Policy Assignments:**
 - Select **Manage Assignments**
 - To assign: select the sick policy from the Policies list and use the center arrow to assign the policy to the employee
 - Click **Continue**
 - Enter the assignment date three months after hire/rehire date (i.e. if DOH is 4/1/24, assignment date is 7/1/24)
 - Click **Done**