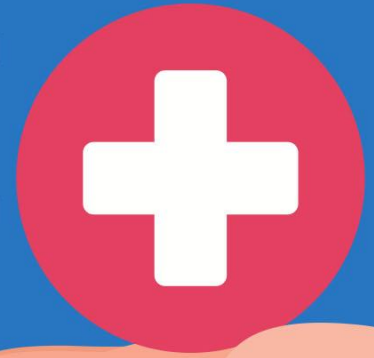


Welcome!! Before we begin....

- ❖ Please review the one-page Sick and Safe Leave (SSL) fact sheet you received at check-in
- ❖ If you have additional questions, please write them on the index cards available at the registration desk
- ❖ Hand in your questions to Metro Health staff
- ❖ We will do our best to answer your questions during our Q&A segment of this presentation

Si necesita ayuda con traducción, favor de consulte con el escritorio de inscripción

SICK & SAFE LEAVE



CITY OF SAN ANTONIO
METROPOLITAN HEALTH DISTRICT

San Antonio's Sick & Safe Leave Ordinance: What You Need to Know

San Antonio Metropolitan Health District



CITY OF SAN ANTONIO
METROPOLITAN HEALTH DISTRICT



Welcome!!

Our Agenda

- ❖ Overview of the Sick & Safe Leave (SSL) Ordinance
- ❖ Question & Answer Session



Welcome

- ❖ How many of you have been to a SSL information session before?
- ❖ How many of you currently have paid sick leave or paid vacation/time off?



SSL Key Dates

- ❖ August 2018—Adoption of SSL Ordinance
- ❖ March 2019—Appointment of Sick Leave Commission
- ❖ October 2019—City Council approves final version of SSL Ordinance
- ❖ December 1, 2019—SSL Ordinance goes into effect
- ❖ April 1, 2020—Enforcement of SSL Ordinance will begin



What does the SSL Ordinance do?

- ❖ SSL provides employees with paid time off from work because they--or their family members--experiences:
 - Illness
 - Injury
 - Stalking
 - Domestic abuse
 - Sexual assault
 - Or otherwise require medical care



What can an employee use SSL for?

- ❖ For an illness, injury, preventative care or health condition
- ❖ For a **family member's** illness, injury, preventative care or health condition



What else can an employee use SSL for?

- ❖ For relocation and victim services
- ❖ To help a family member seek relocation or victim services



When does the SSL Ordinance begin?

❖ December 1, 2019

Who is eligible for SSL?

- ❖ Employees who work for pay **within** San Antonio city limits are covered

- ❖ Employees working **more than 50%** of their time **outside** of San Antonio are covered:
only if they work at least 240 hours **within** San Antonio during the year



How is SSL accrued?

- ❖ Under SSL, employees shall earn:
 - one (1) hour of leave for every thirty (30) hours worked
 - up to fifty-six (56) hours of leave per year



How is SSL accrued?

- ❖ Employees begin accruing SSL upon hire
- ❖ **However**, an employer can impose a maximum 90-day eligibility period before an employee can use SSL



Do SSL hours carry over?

- ❖ Employees can add fifty-six (56) hours to a “bank” of unused time off
- ❖ Unused time off will carry over from year to year
- ❖ **Exception:** if the fifty-six (56) hours of leave are front-loaded at the beginning of the year, unused hours **do not** carry over year to year



What documentation is required for SSL?

- ❖ Employees can choose what documentation they want to provide if/when their employer asks them for verification
- ❖ Employees **do not** have to provide employers with a detailed description of their reason for requesting SSL



How does an employee request SSL?

- ❖ An employee can request SSL before—or during—a shift
- ❖ However, SSL use **must** be a qualifying situation outlined in the SSL Ordinance
- ❖ An employee will be paid SSL at the same rate as their regular shift



Do employees have to find someone to cover their shift if they take SSL?

- ❖ An employee is **not** required to find a replacement to cover their shift when taking SSL
- ❖ An employee can **voluntarily** exchange hours or trade shifts with another employee



Are employers required to notify employees about SSL benefits?

- ❖ On a monthly basis, an employer **must** provide the employee with their available and used SSL balance
- ❖ If an employer provides an employee handbook, it must include a statement of employee rights under the SSL Ordinance



What SSL signage must an employer display?

- ❖ The employer **must** display a sign that clearly describes the requirements of the SSL Ordinance

Can an employer retaliate?

- ❖ An employer **must not** threaten any of these actions against an employee who uses SSL appropriately:
 - Job transfer
 - Demotion
 - Discharge/termination
 - Suspension
 - Reduction of hours



What if an employee has a complaint?

- ❖ An employee may file a complaint alleging a violation of the SSL Ordinance within one (1) year from the date of the alleged violation
- ❖ Complaints must be filed with the Metropolitan Health District



How can employees file a complaint?

- Employees can call, email, use the online form, or mail their complaint to Metro Health
 - Email: sickandsafeleave@sanantonio.gov
 - Hotline: 210-207-8458
 - Online form: sanantonio.gov/health/sick-and-safe-leave
 - Mail address: 111 Soledad St; Suite 1000; SA, TX 78205



What if employers don't comply with the Ordinance?

- ❖ If an employer does not voluntarily comply within ten (10) business days following receipt of written notice of the violation, Metro Health will file the violation with Municipal Court



How are violations enforced?

- ❖ Employers may be fined in an amount not to exceed five hundred dollars (\$500.00) per violation



Who will implement/enforce the SSL Ordinance?

- ❖ Metro Health is responsible for implementation and enforcement through:
 - Information sessions
 - Education campaigns
 - Technical assistance/targeted education
 - Complaint investigations



Questions or concerns?

- ❖ SSL website

- sanantonio.gov/health/sick-and-safe-leave

- ❖ SSL email address

- sickandsafeleave@sanantonio.gov

- ❖ SSL hotline

- (210) 207-8458

