

Entering Sick Time (Hourly Employees)

Last updated July 31, 2020

Nonexempt (hourly) workers can enter sick time on their timesheets, nearly the same way that they [enter normal work hours](#).

Planning Ahead

Timesheets are only available three weeks in advance and are due shortly after the dates covered. Notify your manager(s) about planned sick time—such as doctor’s visits—for advance approval, then submit the sick time in your timesheet along with your hours worked.

For anything further than three weeks out, regular staff may also submit a [time off request](#), as they would for a vacation request.

Sick Time Must Already Be Accrued

Hourly employees accrue sick time based on the hours they have already worked, submitted, and been approved for. As an hourly employee, you cannot:

- Forecast how much time off you'll have accrued at a future date.
- Submit for time off that you haven't yet accrued (even if you anticipate doing so).
- See the [Check Your Time Off Balance](#) guide for steps on how to view your banked time off.

Temporary, part-time, and student employees accrue sick time under the [San Francisco Paid Sick Leave Ordinance](#). Employees are able to start using their accrued sick time on the **90th day of employment**.

Requesting COVID-19 Time Off

In compliance with the City & County of San Francisco Public Health Emergency Leave (PHEL), CCA is providing up to 80 hours of paid Public Health Emergency Leave (PHEL) to each employee who performs work in San Francisco (regardless of employment length) for use when they are unable work or telework due to specific COVID-19 related reasons specified in the PHEL.

Regular staff can submit for this using their timesheets or through a [time off request](#).

Steps

You can enter sick time by nearly the same procedure as standard [time entry](#) using the [Enter My Time](#) report.

1) Within **Time Type**, type “**Sick**,” then select one of the following:

- **2-Sick/Kin Care** (regular staff)
- **City Sick Time** (student workers)

For time off related to COVID-19, select **4 - COVID-19 Sick** instead. You'll have to select a **Time Off Reason** and enter a **comment** when using this option.

2) If you have multiple jobs, choose the correct **Position** for which the sick time applies.

- **Position** will not display as a field here if you only have one.

3) Under **Hours**, type in the number of scheduled work hours you have missed or will miss that day.

- This amount cannot exceed **7.5**, the maximum allowable hours scheduled for a day.

4) Resume/complete [time entry](#) for any other time worked during the selected period.