

**THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT**

*(Poster may be printed on 8 ½" x 11" letter size paper)*

**HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 PAID SICK LEAVE**

**Entitlement:**

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.

**Usage:**

- An employee may use accrued paid sick days beginning on the 90<sup>th</sup> day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the [alphabetical listing of cities, locations, and communities](#). Staff is available in person and by telephone.

## Access to Your Absence Information

This quick reference guide provides detailed steps on how to access your leave balances in the City of Sacramento HR/Payroll system, (eCAPS).

To get started, you need to login to eCAPS.

**From outside the City of Sacramento network** - Launch your web browser on your computer or smartphone and enter:

[ecaps.cityofsacramento.org](http://ecaps.cityofsacramento.org)

**Within the City of Sacramento network** - **Launch** your web browser on your computer:

<https://ecaps.cityofsacramento.org>

## Enter Your User ID and Password



User ID:

Password:

Have you forgotten your password?  
Please click [here](#) to reset it. An email will be sent to you.

Your user ID will be the first letters of your first and last name followed by the last 4 or 5 numbers of your employee ID. Your employee ID is assigned when you are hired into the eCAPS system. If you forget your ID or password, you can also call the help desk at 808-7111.

**Click the Sign In button.** You will be taken to the eCAPS home screen. Your available leave balances will be visible on this screen. A sample is shown below.

Employee Leave Summary	
Absence Balances	
Absence	Duration
Vacation	471.50 Hours
ATO	20.00 Hours
Holiday Earned	7.00 Hours
Sick	913.08 Hours
PTO	24.00 Hours

[Details](#)

Your absence balances as of the end of the most recent pay period end date are shown. You can click on the Details link to view pay period activity. *If you have specific questions regarding leave balances contact payroll at 808-5495.*

Employee Services

Main: (916) 808-5665; Fax: (916) 808-7326  
915 I Street, Plaza Level Sacramento,  
CA 95814-2604