

Sick Leave and Break Policy – GCC Student Workers



Paid Sick Leave

As a student worker at Glendale Community College (GCC), you are eligible for paid sick leave under California law, with the following GCC-specific guidelines:

- **Sick Leave:** At the beginning of each fiscal year (July 1), student workers will receive a total of **40 hours** of paid sick leave.
- **Usage Period:** Sick leave hours must be used between **July 1, 2026 – June 30, 2027**. Unused hours **do not roll over** to the next fiscal year and are **not eligible for cash-out**.
- **Usage Guidelines:**
 - Sick leave may be used for personal illness, medical appointments, or the care of a qualifying family member.
 - Sick leave must be reported on your timesheet and should be communicated in advance whenever possible.
 - You may only use sick leave for your **scheduled shifts**. If you are not scheduled to work, you are unable to utilize paid sick leave.

Unused sick hours are not paid out at the end of the usage period.



Breaks and Meal Periods

GCC follows California labor guidelines for rest and meal breaks:

- **Rest Breaks:**
 - If you work more than **3.5 hours**, you are entitled to one paid **10-minute rest break** for every four hours worked.
 - Breaks should be taken near the middle of your shift whenever feasible.
- **Meal Breaks:**
 - If you work more than **5 consecutive hours**, you are entitled to an unpaid **30-minute meal break**.
 - You may waive your meal break if your total shift is **6 hours or less**, with supervisor approval.
 - When possible, we discourage departments from scheduling students for shifts over 5 hours

For questions, please contact the Job Placement Office.