KIN CARE Guide for Employees

Kin Care is a right granted to eligible employees under the California Labor Code. Kin Care authorizes employees to use up to one-half of the sick leave that they accrue annually to take time off to care for a sick family member. Kin Care is protected leave.

Eligibility Requirements

Employees who accrue sick leave are eligible for Kin Care. An employee must have sick leave available to use on the day of the absence for that absence to be designated as Kin Care.

Kin Care Usage

No more than on-half of an employee’s annual accrued sick leave benefits (up to 48 hours) can be designated as Kin Care.

Covered Conditions under Kin Care

For purposes of Kin Care, an “illness” should be read broadly to encompass minor illnesses, a cold, the flu, and of course serious health conditions. Kin Care may be used for diagnosis, care or treatment of an existing health condition of, or preventative care for an employee’s family member.

Family Member Defined

Kin Care can be used to care for a sick family member. Qualifying “family members” for coverage under Kin Care include the following:

1. Spouse or registered domestic partner of an employee
2. Child of an employee
   The term “child” includes biological, adopted, foster child, stepchild, legal ward, child of a domestic partner, or a child in loco parentis of the employee. This definition of a child is applicable regardless of age or dependency status.
3. Parent of the employee
   The term “parent” includes biological, foster, or adoptive parent, a stepparent of legal guardian. (Mothers-in-law, fathers-in-law are not considered “parents” for purposes of Kin Care).
4. Grand-child
5. Grand-parent
6. Sibling

Procedure

Employees who wish to use Kin Care must follow their department call-in procedure and indicate they cannot be at work due to an ill family member. Your supervisor may then designate your absence as Kin Care if you have sick leave available on the day you call and have not already exhausted your Kin Care entitlement for the current calendar year.

Please note: If you have been approved for FMLA protection for the same family member for which you will be absence, your absence will be counted against both your Kin Care and your Family and Medical Leave entitlements.