



May 22, 2024

To All Negotiated Rate Providers:

Effective January 1, 2024, Senate Bill (SB) 616 modifies the Healthy Workplaces, Healthy Families act of 2014. This entitles employees who work on or after January 1, 2024, to accrue 40 hours or 5 days of sick leave within a year. The rate adjustment will be specific to costs associated with complying the additional required 16 hours or two days beyond the previously mandated sick leave of 24 hours or three days.

Requests for rate adjustments must be completed and submitted on the workbook listed below which you can download from RCOC's website by following the four steps below.

1. Go to RCOC's website at www.rcocdd.com.
2. Click on Service Providers.
3. Click on Resources for Service Providers, then, scroll down and click on 2024 Sick Leave
4. Toward the bottom of the page you will find the items listed below under Announcements and Updates:
 - A copy of this letter titled RCOC Negotiated Rate Providers- Sick Leave Notice, January 1, 2024,
 - DDS' Summary of Rate Changes due to SB 616, Employee Sick Leave, January 1, 2024,
 - DDS' Letter regarding Vendor Rate Adjustments for Employee Sick Leave Dated April 26, 2024,
 - State of California Department of Industrial Relations' Frequently Asked Questions About California's New Paid Sick Leave Law (SB 616)
 - SB 616 – Employee Sick Leave Rate Adjustment Calculation Worksheet Effective January 1, 2024 (MS Excel)

2024 Sick Leave workbook (MS Excel)

The workbook must be completed in its entirety and supporting documentation must be submitted. No exceptions. The instructions for completing the workbook are in the tabs titled *Vendor Worksheet Instructions and Certification Instructions*.

Section A: Program Information, Review Period

- Line 7: The review period is three (3) months of consecutive services provided between January 1, 2023 and December 31, 2023. The service period selected must include months that have been billed and paid for verification purposes.

Section B: Employee Wage Information – Supporting Documentation Required

- Columns A, B, C and K: Employee Name, Title, Wage, and Hours Worked. Submit payroll records in order for RCOC to verify the employee name, position title, hourly wage, and hours worked for the review period.
- Column F: Workers' Compensation as a percentage. Submit the entire workers' compensation policy that reflects the classification code/description and premium breakdown.



- Column G: Unemployment Insurance as a percentage. This column must include the following:
 - State Unemployment Insurance (SUI),
 - Employment Training Tax (ETT), and
 - Federal Unemployment Tax (FUTA).Submit IRS Form 940 that reflects the FUTA information and EDD Form 2088 that reflects the SUI and ETT percentage rates.

C: Rate Adjustment Calculation

Verify that the Hours Worked for Section B: Column K do not exceed the units billed to RCOC on Section C: Row 4 (Enter Total Number of Units for Review Period).

Upon receipt of a rate adjustment request and applicable supporting documentation, RCOC will review and verify the information and will notify you when your request is processed. Final approval of rate adjustments is contingent upon submission of all required supporting documentation.

Your rate adjustment requests must be submitted to RCOC no later than **July 1, 2024**. Final approval of rate adjustments is contingent upon submission of all required supporting documentation.

If you have any questions, please call Miriam Rea Chavero at (714) 796-5340 or send an email to mreachavero@rcocdd.com.

In Service to People with Developmental Disabilities

