

# Earned Sick Leave and Minimum Wage Ordinance

## 7 Key Steps to Successful Compliance

1

Effective January 1, 2024, provide a minimum wage no less than \$16.85 per hour to employees working within the geographic boundaries of the City of San Diego. Rate applies to all businesses regardless of business size.

2

Provide earned sick leave (ESL) through the accrual method (1 hour of ESL for every 30 hours worked) or front loading method (no less than 40 hours of ESL are awarded at the beginning of the benefit year).

3

Provide employee with Employer to Employee Notice that includes Employer's requirements per the Ordinance.

4

Display notices of earned sick leave & minimum wage where employees can read it easily.

5

Keep records of wages paid and accrual and use of earned sick leave for a period of no less than three years.

6

On a regular basis provide employees with records detailing wages paid and sick leave earned and used.

7

Allow employees to use earned sick leave for reasons outlined in the Ordinance including for their own medical care or for the medical care of a family member.

### Minimum Wage

January 1, 2024	\$16.85
January 1, 2023	\$16.30
January 1, 2022	\$15.00
January 1, 2021	\$14.00



For more information contact the Minimum Wage Program:  
[www.sandiego.gov/MinimumWage](http://www.sandiego.gov/MinimumWage)  
Phone: (619) 615-1565, Email: [SDMinWage@sandiego.gov](mailto:SDMinWage@sandiego.gov)