



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff (Code 2A) Date: March 1, 2022
From: Debora Boutté, Departmental Human Resources Officer II
Subject: 2022 COVID-19 Supplemental Paid Sick Leave Update for EHS D Employees

As you are aware, the 2022 California COVID-19 Supplemental Paid Sick Leave became effective February 19, 2022. County employees are eligible to use this leave benefit in accordance with Senate Bill 114 as outlined in the publication, 2022 COVID-19 Supplemental Paid Sick Leave. Leave hours will be reflected on the March 10, 2022 pay statement within Employee Self-Service.

Personnel/Payroll is working diligently to finalize procedures for (1) requesting timesheet adjustments for historical use of the leave and (2) instructions for completing timesheets in Ecotime and Clouds using the new pay codes. Once completed, additional memos will be published to all staff prior to the March 10, 2022 pay check. Please do not send your requests for use of COVID-19 supplemental paid sick leave until instructed to do so and the leave hours are available for use. For now, please review the criteria for the new pay codes in preparation for further instructions on the use of the leave.

COVID Leave will be divided equally into two separate leave banks. Each bank has separate and distinct criteria as outlined below.

Table with 4 columns: Bank, Pay Codes, Pay Code Descriptions, Verification Requirements. It lists various COVID-19 related pay codes and their corresponding verification requirements, categorized into Bank 1 and Bank 2.

Leave Bank 1 may be used when an employee is unable to work or telework due to following circumstances, as indicated in SB114.

- (A) The covered employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidance of the State Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer who has jurisdiction over the workplace. If the covered employee is subject to more than one of the foregoing, the covered employee shall be permitted to use COVID-19 supplemental paid sick leave for the minimum quarantine or isolation period under the order or guidance that provides for the longest such minimum period.
- (B) The covered employee has been advised by a health care provider to isolate or quarantine due to COVID-19.
- (C) The covered employee is attending an appointment for themselves or a family member to receive a vaccine or a vaccine booster for protection against COVID-19, subject to the limitation in clause (ii) of subparagraph (D).
- (D) (i) The covered employee is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster that prevent the employee from being able to work or telework.
 - (ii) For each vaccination or vaccine booster, an employer may limit the total COVID-19 supplemental paid sick leave to 3 days or 24 hours unless the employee provides verification from a health care provider that the covered employee or their family member is continuing to experience symptoms related to a COVID-19 vaccine or vaccine booster. The 3-day or 24-hour limitation applied to each vaccine or vaccine booster includes the time used under subparagraph (C) to get the vaccine or vaccine booster.
- (E) The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (F) The covered employee is caring for a family member who is subject to an order or guidance described in subparagraph (A) or who has been advised to isolate or quarantine, as described in subparagraph (B).
- (G) The covered employee is caring for a child, as defined in subdivision (c) of Section 245.5, whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

The above language is directly from SB114, both (F) and (G) refer to subdivision (c) of Section 245.5 – below is how family member and child are defined from Labor Code 245.5,

- (c) “Family member” means any of the following:
 - (1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
 - (2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - (3) A spouse.
 - (4) A registered domestic partner.
 - (5) A grandparent.
 - (6) A grandchild.

(7) A sibling.

Leave Bank 2 may be used when an employee is unable to work or telework due to following circumstances, as indicated in SB114.

(A) The covered employee tests positive for COVID-19

(B) The covered employee is caring for a family member who tests positive for COVID-19

IMPORTANT: Employees need to provide proof of the positive COVID-19 test in order to use the hours in Leave Bank 2. If proof of the positive test is not provided, then Leave Bank 2 hours should not be used.

Please note, historical requests for either Bank 1 or Bank 2 do not require proof.

The 2022 California COVID-19 Supplemental Paid Sick Leave hours will expire September 30, 2022.

Questions?

For questions regarding this memo, please contact our Payroll Team through [Personnel Track-It](#).

From the Transaction Type menu in Track-It, select “Payroll”, then “General Payroll Questions”.