

Qualifying Reasons for SPSL:

- 1. Vaccine-related:** employee is attending a vaccine or booster appointment for themselves or a family member or cannot work or telework because they have vaccine-related symptoms or are caring for a family member with vaccine-related symptoms
- 2. Caring for Yourself:** employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 3. Caring for a Family Member:** employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19
- 4. Caring for a Child:** employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 *on the premises*
- 5. Proof of Positive Test:** employee tests positive for COVID-19; or is caring for a family member who tested positive for COVID-19

Important Dates:

2022 COVID-19 SPSL effective February 19, 2022

Leave available from January 1, 2022 – September 30, 2022

All retro requests for leave between January 1, 2022 – February 19, 2022 must be submitted before April 11, 2022.

This is a summary of 2022 COVID-19 Supplemental Paid Sick Leave (SPSL) requirements and procedure. A complete description of requirements, benefits, limitations and procedures is provided in the 2022 COVID-19 Supplemental Paid Sick Leave Procedure document.

Pay Codes:

SPSL Leave Bank – up to 40 hours

- **SPSL** – Supplemental Paid Sick Leave
- **SPSLE** – Supplemental Paid Sick Lv Eve
- **SPSLN** – Supplemental Paid Sick Lv Ngt

Part-time employees' hours will be pro-rated by County Human Resources upon receipt of the initial request.

SPSL Additional Leave Bank – up to 40 hours for reason 5 only

- **LSB** – SPSL Second Bank
- **LSBE** – SPSL Second Bank Eve
- **LSBN** – SPSL Second Bank Night

Documentation Requirements and Leave Limits:

- 1. Employees seeking leave because they or a family member they are caring for has been diagnosed with or tested positive for COVID-19 (reason 5) must provide a copy of the positive test result or a health care provider certification confirming COVID-19 diagnosis. Employees who refuse to provide documentation are not eligible under reason 5 for SPSL.**
- 2. Employees attending vaccination or booster appointments offsite may use a reasonable number of SPSL hours. Generally, two hours is sufficient time for travel to and from appointment; however, additional time may be approved when supported by the circumstances.**
- 3. Employees are limited to 24 hours or 3 days of leave for each vaccination or booster appointment and any consequent side effects, unless a health care provider verifies that more recovery time is needed.**
- 4. Employees seeking leave to care for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises are required to submit supporting documentation or verification and the COVID-19 Leave Request Form.**
- 5. Documentation requirements do NOT apply for requests between January 1, 2022, and February 19, 2022. Requests for dates after February 19, 2022, are subject to documentation requirements upon submittal of request form.**