



COLUSA COUNTY OFFICE OF EDUCATION

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COVID-19 Supplemental Paid Sick Leave (SPSL) Request – SB 114

(Effective 2/19/22 to 9/30/22; retroactive to 1/1/22)

Addendum

AB 152

(SPSL Extension Effective 10/1/22 to 12/31/22)

Employee Name & ID Program
Job Title Work Site

Type of Request (select all reasons that apply): Request may be made by covered employee (CCOE employee or CCOE Healthy Families Act qualified substitute) to Human Resources in writing or orally. CCOE is not required to provide new or additional SPSL to employees who have already used their 2022 COVID-19 sick pay allotment.

COVID-19 LEAVE BANK #1 (NON-POSITIVE INCIDENTS):

- 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 health officer who has jurisdiction over the workplace, and is unable to work or telework. (Equivalent to CCOE SP 4610.00 Public Health Order Leave; hours may not be duplicated)
B. The covered employee has been advised by a health care provider to isolate or quarantine due to COVID-19 and is unable to work or telework.
C. The covered employee is attending an appointment for themselves or a family member (as defined on reverse) to receive a vaccine or a vaccine booster for protection against contracting COVID, and is unable to work or telework.
D. The covered employee is experiencing symptoms, or caring for a family member (as defined on reverse) experiencing symptoms, related to a COVID-19 vaccine or vaccine booster that prevents the employee from being able to work or telework (subject to vaccine limitation clause on reverse).
E. The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis, and is unable to work or telework.
F. The covered employee is caring for a family member (as defined on reverse) who is subject to an order or guidelines described in reason A above, or who has been advised to isolate or quarantine as described in reason B above, and covered employee is not able to work or telework.
G. The covered employee is caring for a child (as defined on reverse) whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises, and covered employee is unable to work or telework.

COVID-19 LEAVE BANK #2 (ADDITIONAL LEAVE - POSITIVE INCIDENTS):

- The covered employee, or a family member for whom the covered employee is providing care, tests positive for COVID-19 as verified by Human Resources. If the employee tested positive, an employer may require the employee to submit to a diagnostic test on or after the fifth day (Day 5) of when the qualifying test was taken and

provide documentation of the results. The employer shall make such a test available at no cost to the employee. If the employee requests to use additional leave because a family member for whom they are providing care tests positive for COVID-19, the employer may require that the employee provide documentation of that family member's test results before paying the additional leave.

Dates of leave request: \_\_\_\_\_

Relationship of family member, if applicable: \_\_\_\_\_

**Attestation:**

My signature below assures that I meet the eligibility criteria for use of the leaves requested above, as I am unable to work at either an assigned work site or in a remote assignment (telework) offered by Colusa County Office of Education (CCOE). Furthermore, I understand that CCOE will require verification of reasons stated for this as allowed by law. Misuse of this leave is grounds for disciplinary action and CCOE may require repayment of leave benefits.

\_\_\_\_\_  
Signature of Covered Employee Date

**-OR-**

Information was provided orally to Human Resources staff member by covered employee and said employee was informed of the contents of the attestation statement above.

\_\_\_\_\_  
Signature of Human Resources Staff Member Date

**Labor Code Section 245.5 defines family member as:**

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.

**Vaccine limitation clause:**

For each vaccination or vaccine booster, an employer may limit the total COVID-19 supplemental paid sick leave to three (3) days 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.

**For Human Resources use only below this line**

\*\*\*\*\*

Program Director/Deputy Superintendent has verified that telework is not available: Yes\_\_\_ No\_\_\_

Date: \_\_\_\_\_

Qualifies for initial \_\_\_\_\_ \*hours up to \$511/day and \$5,110 in the aggregate due to COVID-19 Leave Bank #1 (Non-positive Incidents) letter(s) \_\_\_\_\_.

(\*Eligible hours equal the total number of hours the covered employee is normally scheduled to work each week; not to exceed 40 hours. See SB 114 for covered employees that work variable hours per week.)

\*Must use eligible PHO and SPSL114 hours prior to covered employee's use of personal accrued leave hours.

Since January 1, 2022 has utilized \_\_\_\_\_ hours of CCOE SP 4610.00 Public Health Order (PHO) Leave

Balance of hours available for COVID-19 Supplemental Paid Sick Leave (SPSL114): \_\_\_\_\_

(Hours EE is qualified for minus PHO hours used since 1/1/22)

Leave hours utilized for this request: CCOE **PHO** \_\_\_\_\_ SB 114 **SPSL114** \_\_\_\_\_  
(Total PHO and SPSL114 hours not to exceed hours that the covered employee is qualified for)

Balance of COVID-19 Leave Bank # 1 \_\_\_\_\_

- Qualifies for additional \_\_\_\_\_ \*hours up to \$511/day and \$5,110 in the aggregate due COVID-19 Leave Bank #2 (Positive Incidents).  
(\*Eligible hours equal the total number of hours the covered employee is normally scheduled to work each week; not to exceed 40 hours. See SB 114 for covered employees that work variable hours per week.)

Leave hours utilized for this request: CCOE **PHO** \_\_\_\_\_ SB 114 **SPSL114C** \_\_\_\_\_  
(Total PHO and SPSL114 hours not to exceed hours that the covered employee is qualified for)

Balance of COVID-19 Leave Bank # 2 \_\_\_\_\_

- Does not qualify. Reason: \_\_\_\_\_

Eligibility verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Leave tracking code:

- Bank #1 A = CCOE SP 4610.00 Public Health Order (PHO - w/ C19 noted in Escape leaves tab Comment field)
- Bank #1 B-G = COVID-19 Supplemental Paid Sick Leave – SB 114 (SPSL114)
- Bank #2 = COVID-19 Supplemental Paid Sick Leave – SB 114 (SPSL114C)

Routing Order:

- Eligibility letter and completed request form emailed to EE \_\_\_\_\_ (HR initials)
- Escape absence tracking entry/adjustment completed \_\_\_\_\_ (HR initials)

# 2022 COVID-19 Supplemental Paid Sick Leave

Effective February 19, 2022



Covered employees in the public or private sectors who work for employers with 26 or more employees are entitled to up to 80 hours of 2022 COVID-19 related paid sick leave from January 1, 2022 through December 31, 2022, immediately upon an oral or written request to their employer, with up to 40 of those hours available only when an employee or family member tests positive for COVID-19.

**A full-time covered employee may take up to 40 hours of leave** if the employee is unable to work or telework for any of the following reasons:

- **Vaccine-Related:** The covered 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. An employer may limit an employee 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.
- **Caring for Yourself:** The 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.
- **Caring for a Family Member\*:** The covered 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, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

**A full-time covered employee may take up to an additional 40 hours of leave** if the employee is unable to work or telework for either of the following reasons:

- The covered employee tests positive for COVID-19
  - The covered employee is caring for a family member\* who tested positive for COVID-19.
- \* A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

**Part-Time covered Employees:** Part-time covered employees may take as leave up to the amount of hours they work over two weeks, with half of those hours available only when they or a family member\* test positive for COVID-19.

**Payment:** If an employee took leave for one of the reasons identified above between January 1, 2022 and February 19, 2022, and that leave was either unpaid or compensated at a rate less than the employee's regular rate of pay, the employee may also request a retroactive payment. Payment is at the employee's regular or usual rate of pay, not to exceed \$511 per day and \$5,110 in total.

**Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited.** A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the nearest district office by looking at the [directory on our website](http://www.dir.ca.gov/dlse/DistrictOffices.htm) <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

**This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.**