



2022 California Supplemental Paid Sick Leave (SPSL)

Senate Bill 114 re-enacts the California Supplemental Paid Sick Leave (SPSL) to provide covered employees with paid time for qualifying reasons related to COVID-19. The law, which was enacted on February 9, 2022, is retroactive to January 1, 2022, and was originally set to expire on September 30, 2022. The deadline has been extended and it will now sunset on December 31, 2022. There are some key differences from the prior supplemental paid sick leave law.

Qualifying Reasons

SPSL provides paid leaves in two banks, up to 40 hours in each bank, for the following reasons:

Bank 1:

Employees who are unable to work or telework due to any one of the following reasons are eligible for the paid leave:

- **Caring for Yourself:** The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidance of the CDPH, CDC, or a local public health officer with jurisdiction over the workplace, has been advised by a healthcare provider to isolate or quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- **Caring for a Family Member:** The employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19, or a family member who has been advised by a healthcare provider to quarantine or isolate due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- **Vaccine-Related:** The employee is attending a vaccine/vaccine booster appointment for themselves or a family member, or the employee experiencing vaccine-related symptoms or is caring for a family member who experiencing vaccine-related symptoms.

Bank 2:

- The employee tests positive for COVID-19 or is caring for a family member who tests positive for COVID-19.

Benefits Covered

- SPSL offers up to a total of 80 hours paid leave benefits in two banks, up to 40 hours in each bank, to full-time employees.
- Part-time employees with a regular weekly schedule will receive the number of hours the employee is normally scheduled to work over one week. Part-time employees with variable schedules will receive 7 times the average number of hours worked per day over the past 6 months.
- Firefighters who are scheduled to work more than 40 hours in the one workweek before taking leave are entitled to take leave equal to the number of hours the firefighters were scheduled to work in that workweek.

The benefit amount is capped at \$511 per day, and the aggregate amount of \$5,110.

How to Request Supplemental Paid Sick Leave

The eligible employee may submit either a verbal or written request with their appointing authority or designee. Employees may be asked to provide supporting documentation if needed.

Department may request an employee provide documentation of a positive test result in order for an employee to use Bank 2 leave hours.



How to Code Time

If an employee qualifies for SPSL, they may code **CVPSL** in EMACS for up to 40 hours for qualifying reasons under Bank 1, and **COVPS** for up to 40 hours for Bank 2 qualifying reasons. The SPSL payments may be fully or partially integrated with leave balances to receive up to 100% of an employee's base salary.

Employees who receive a COVID-19 test or COVID-19 vaccine on County time may code **COVEX** or **COVAC** in EMACS and the time will not be counted against the balance of SPSL. If an employee is unable to work/telework because of any vaccine-related symptoms, the employee may utilize code **CVPSL**.

Paystub Requirements

The new bill requires the County to report the number of SPSL hours that an employee has used on the paystub. If an employee has not used any SPSL, the paystub will list "zero" hours.

Payroll Adjustment

Employees who used companion code (COVSL) starting January 15, 2022, for any of the qualifying reasons as outlined above may receive CVPSL and/or COVPS through an adjustment process completed by HR. A list of companion code usage will be provided to Department Human Resources Business Partners who will work with Department Leadership and Payroll Staff to determine which SPSL bank will be utilized for each employee. Effective pay period 5 (February 12, 2022 through February 25, 2022), the COVSL companion code will no longer be made available in e-time as the new SPSL TRC's will be available.

Employees who were on leave (paid or unpaid) without using the companion code from January 1, 2022, through February 11, 2022, for any SPSL qualifying reasons may request a payroll adjustment through their Department Payroll Specialist to be paid utilizing SPSL leaves if they can demonstrate they were eligible.