

On April 21, 2020, the Board of Supervisors approved [additional leave options](#) for employees who meet the eligibility criteria for the additional paid leave options.

## Advance Sick Leave

For employees who have exhausted leaves and are unable to work or telecommute due to a COVID-19 qualifying reason identified in Families First Coronavirus Response Act (FFCRA). Please review the Emergency Leaves [website](#) for additional information.

### Time Reporting Code – LVADV – Leave Advance

## Who is eligible to use advance sick leave accruals?

Employees who have exhausted all other available leave, including Emergency Paid Sick Leave (E-PSL), California Supplemental Paid Sick Leave (SPSL), and meets one of the following criteria:

- Non-essential employees who have been sent home and are not performing work; or
- Employees who are unable to work or telecommute due to one or more of the six COVID-19 related reasons identified in FFCRA and who are not considered Emergency Responders or Healthcare Providers,
- Healthcare Providers, Emergency Responders or essential employees who are advised by a health care provider to self-quarantine related to COVID-19; or are experiencing COVID-19 symptoms and are seeking a medical diagnosis.

## What leaves must be exhausted prior to being eligible for LVADV?

- Sick
- Holiday, Annual Leave, Administrative Leave
- Vacation, Paid Time Off
- Comp Time Earned
- E-PSL
- SPSL

## How many hours of advance sick leave accruals can an employee use?

- Regular, full time employees will be allowed to use up to 80 hours of advanced sick leave accruals.
- Part Time, Extra Help and Part Time Contract employees
  - Employees who receive California's Sick/Healthy Families leave will be allowed to use advanced sick leave hours up to what they would normally be eligible to receive in a year.
  - Part time employees with less than 40 weekly standard hours will be allowed to use advanced hours up to their standard hours. For example, if an employee is scheduled to work 60 hours per pay period, they could use up to 60 hours of advanced leave.

## How are the advanced leave accruals paid back?

- Employees who used advance sick leave will repay the amount used through deductions of future sick leave accruals until the amount is fully paid back.
- Employees who are enrolled in the Modified Benefit Option and used advance Paid Time Off (PTO) leave, will repay the amount used through deductions of future PTO accruals until the amount is fully paid back.
- Employee will have a negative sick or PTO leave balance until such time their advanced leave accrual is applied in whole to the leave accruals earned in future pay periods.
- Employee will earn leave accruals for advance leave time taken.

## Required Actions

- Payroll Specialist verifies the employee has exhausted all available leave including E-PSL, Emergency Family & Medical Leave Expansion Act (E-FMLA) paid leave, and SPSL if applicable.
- Employee codes their timesheet with TRC – LVADV for up to 80 hours for a full time employee.
  - TRC LVADV can be used intermittently and over more than one pay period up to a total of 80 hours or daily limit for California's Sick/Healthy Families leave or standard hours for other part time employees.

## **Paid Leave for Certain Employees who Contract COVID-19 due to On-the-job Exposure**

Time Reporting Code – OCUHC – Occupational Leave for Pending Review

### **Who is eligible?**

Emergency Responders, Healthcare Providers and Essential Employees who were required to report to a worksite and tested positive for COVID-19 AND have exhausted any available E-PSL and/or SPSL balances where applicable.

### **For how long?**

The leave is available to eligible employees while Risk Management is investigating the worker's compensation claim through the period of recovery, but no longer than 90 calendar days from the date the employee files his/her claim.

### **Required Actions**

- Employee has filed a Worker's Compensation Claim with Risk Management due to on-the-job exposure and testing positive for COVID-19.
- During the time of Risk Management's investigation of the Worker's Compensation Claim, after exhausting any E-PSL and/or SPSL balances, the employee is eligible to receive paid leave not charged to the employee's leave balance up to 90 calendar days.

### **Timesheet Coding and Process**

- Payroll Specialist shall verify the employee has exhausted their E-PSL and/or SPSL balances.
- Payroll Specialist may contact Employee Benefits and Services Division for any questions or assistance in verification of exhaustion of E-PSL and SPSL benefits.
- TRC – OCUHC is added to the employee's timesheet.
  - For example, if the employee is scheduled to work 84 hours per pay period, OCUHC would be coded up to 84 hours if the employee exhausted their E-PSL and/or SPSL balances.
  - The employee is not required to integrate this leave with any of their own leave balances, i.e. vacation, sick, etc.
- Department Supervisor confirms employee has filed a Worker's Compensation Claim and the claim has been sent to Risk Management before OCUHC is approved on an Employee's timesheet.
- In the same manner as the OCU/OCUS report, the Department Payroll Specialist will receive an OCUHC report confirming a Worker's Compensation Claim has been filed. Subsequent reports will be received until a claim is denied or accepted.