

Frequently Asked Questions Regarding CA COVID-19 Supplemental Paid Sick Leave

1. What is California COVID-19 Supplemental Paid Sick Leave?

California COVID-19 Supplemental Paid Sick Leave (CSPSL) is a new sick leave entitlement (separate from your regular sick leave) that employees can use if they are unable to work or telework for specific reasons relating to COVID-19.

2. What are the eligible uses of CSPSL?

A covered employee can use the CSPSL when they are unable to work or telework for one of the following reasons:

- The covered employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines 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. 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 guidelines that provides for the longest such minimum period.
- The covered employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The covered employee is attending an appointment to receive a vaccine for protection against contracting COVID-19.
- The covered employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework.
- The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
- The covered employee is caring for a family member who is subject to an order or guidelines described in subparagraph (A) or who has been advised to self-quarantine, as described in subparagraph (B).
- The covered employee is caring for a child, as defined under family member, whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

3. Am I able to use CSPSL if I can telework?

No. The leave is only available if you are not able to work or telework.

4. How many hours of CSPSL do I get?

- a. Fulltime employees (except 56 hour firefighters) will receive 80 hours of CSPSL.

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- b. Fulltime 56-hour firefighters scheduled to work more than 80 hours for the employer in the two weeks preceding the date the covered employee took COVID-19 supplemental paid sick leave are entitled to an amount of COVID-19 supplemental paid sick leave equal to the total number of hours that the covered employee was scheduled to work for the employer in those two preceding weeks.
- c. Part-time employees with normal weekly schedules will receive the total number of hours the covered employee is normally scheduled to work for the employer over two weeks.
- d. Part-time employees with variable schedules will receive 14 times the average number of hours the covered employee worked each day for the employer in the six months preceding the date the covered employee took COVID-19 supplemental paid sick leave. If the covered employee has worked for the employer over a period of fewer than six months but more than 14 days, this calculation shall instead be made over the entire period the covered employee has worked for the employer; or If the covered employee works a variable number of hours and has worked for the employer over a period of 14 days or fewer, the total number of hours the covered employee has worked for that employer.

5. How is the leave accounted for?

If you will be absent from work and unable to telework for one of the eligible reasons, you must notify your supervisor in accordance with your department's normal procedures. Additionally, you must report the absence as CSPSL used through ESS within the time sheet period.

Like all leave requests, supervisors are responsible for ensuring that the leave is entered and approved in a timely manner.

HR will email you a documentation form to complete after the time is used. Please complete and return the form.

6. Do I still need to report COVID exposures, requirements to isolate and/or to quarantine to the City?

Yes. The City still has an obligation to follow-up on all possible cases of COVID-19 that may have affected the workplace. You must report these situations to Covidreporting@ci.richmond.ca.us right away.

7. What is the effective date of the CSPSL?

The leave is retroactive to January 1, 2021, and expires on September 30, 2021.

8. If I used a personal accrual (e.g., sick leave, vacation, etc.) for a qualifying event as described in question #2 from January 1, 2021 through March 31, 2021, can I get my time back?

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Yes. If you used a personal accrual for a qualifying reason related to COVID-19 from January 1, 2021 through March 31, 2021, please complete the CSPSL refund form and submit it to Kristi Florence in HR. She will forward a copy to payroll for the leave accrual reversal.

The leave time will be charged to the CSPSL, up to the maximum. If you used more than your maximum benefit, you are responsible for the difference.

9. What if the CSPSL allotted to me does not cover my COVID-19 related personal absence?

If you are unable to work or telework for more than the number of hours allotted to you (refer to question 4), you are responsible for covering the additional time off with your personal accruals (or unpaid leave if accruals are exhausted).

If you enter more time-off requests in ESS than hours available, Payroll will run an overage report to reconcile and charge another accrual.

10. Where can I learn more information?

- Department of Industrial Relations [Fact Sheet](#)
- Department of Industrial Relations [FAQ](#)
- Email covidreporting@ci.richmond.ca.us
- Call Human Resources at 510-620-6602