



**FOOTHILL-DE ANZA
Community College District**

**COVID-19 Supplemental Paid Sick Leave (“SPSL”)
Effective January 1, 2022 – December 31, 2022
(extended from September 30, 2022)**

Dear Colleagues,

As many of you have heard, on February 9, 2022, Governor Newsom signed Senate Bill 114 (SB114), which created a new paid sick leave mandate in Labor Code section 248.6. The law took effect immediately and was retroactive to January 1, 2022. The law was similar to SB 95 which was effective January 1, 2022, through September 30, 2022. **This law was extended by Assembly Bill 152 (AB152), which extended the provision through December 31, 2022.**

KEY POINTS

- Employees are **not** entitled to an additional 80 hours of employer paid sick leave for COVID-related absences through December 31, 2022. The initial 80 hours of employer paid sick leave extends through December 31, 2022.
- Vaccines related absences are still covered absences for entitlement to paid sick leave.
- In certain instances, employers may require employees to provide documentation of COVID test results for themselves or family members in order to receive paid sick leave.

The following Guidelines set forth certain rights and obligations regarding this leave.

GUIDELINES

Scope of Coverage:

These Guidelines will apply to all Covered Employees employed by District.

Effective Dates:

The Guidelines are effective January 1, 2022 through December 31, 2022.

Employees Eligible for SPSL:

All District Covered Employees are eligible for SPSL if they are unable to work or telework for one or more of the enumerated reasons related to COVID-19 as set forth in these Guidelines.

Permitted Uses of Paid Sick Leave:

Employees may use SPSL if the employee is “unable to work or telework” for any of the following reasons:

A Covered Employee qualifies for SPSL if they are unable to work or telework for one or more of the following reasons:

- The employee is subject to a quarantine or isolation period related to COVID-19 as defined by federal, state, or local orders or guidance.
- Advised by a health care provider to quarantine or isolate due to COVID-19.
- Or a family member is, attending an appointment to receive a COVID-19 vaccine or booster.
- Or caring for a family member who is experiencing symptoms related to a COVID-19 vaccine or booster that prevents the employee from being able to work or telework.
- Experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a family member who is subject to a quarantine or isolation order or guidance or who has been advised to self-quarantine or isolate by a health care provider due to concerns related to COVID-19.
- Caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

Amount of Sick Leave Available: Hours and Pay:

Full-time employees are eligible to take up to 80 hours in the following manner:

- Leave up to 40 hours is available if the employee tests positive for or is caring for a family member who tests positive for, COVID-19 (the employer may require documentation regarding tests results before paying the leave time.)
- Leave up to 40 hours is available for the other enumerated covered reasons (such as quarantine, vaccine appointments, school closures, etc) except that the employer may limit time off for a COVID –19 vaccine or booster shot to three days or 24 hours unless a health care provider verifies the individual continues to experience symptoms.

Employee Obligations for Requesting Leave and Retroactive Coverage for Prior Leave that Qualified as SPSL:

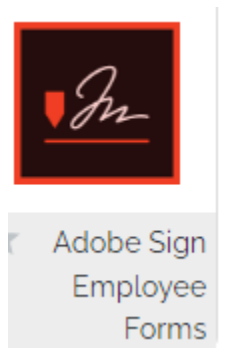
- If you reported your case to the District after September 30, 2022, you are covered, and the district is working to reimburse any sick leave, personal leave, vacation, unpaid leave or other leave between this time period.
- Please complete the form to document any leave taken through December 31, 2022.

In order to receive coverage for the COVID-19 Supplemental Paid Sick Leave (“SPSL”), employees must make a written request utilizing the Request for COVID Leave form and submit to the District’s Human Resources Department

Any employee who may have used their own leave to include sick leave, comp. time, and/or vacation to cover any leaves prior to receipt of this notice, please complete the form below.

To apply for the COVID19 Supplemental Paid Sick Leave (SPSL)

1. Log in to MyPortal
2. In the Apps area look for the Adobe Sign Employee Forms



3. Click on the FHDA Request for COVID Leave

FHDA Request for COVID Leave (Employee)

4. Fill in the Supervisor email with your direct Supervisor’s email

Recipients



Requester*

Myself Email

Supervisor Email*

Enter recipient email Email

HR approver*

folckelizabeth@fhda.edu Email

HR representative*

kaliangaraaraceli@fhda.edu Email

Document Name *

FHDA Request for COVID Leave (Employee)

5. Then Scroll to the bottom and click Send