

# Covid-19 Supplemental Paid Sick Leave

## Benefit FAQ

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### Documentation, Payroll Processing, and Benefit Calculation

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#### Overview

From the [California Department of Human Resources \(CalHR\)](#)

February 9, 2022, Senate Bill (SB) 114 was chaptered and is retroactive to January 1, 2022. SB 114 provides supplemental paid sick leave (SB 114 SPSL) to all employees for the reasons listed in the section below.

1. The employee is subject to a Federal, State, or local quarantine or isolation order 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; or
2. The employee is advised by a health care provider to self-quarantine or self-isolate due to COVID-19 concerns or tests positive; or
3. The employee is attending an appointment for themselves or a family member to receive a COVID-19 vaccine or vaccine booster that prevents the employee from being able to work or telework; or
4. The employee is experiencing symptoms or is caring for a family member related to a COVID-19 vaccine or vaccine booster that prevents the employee from being able to work or telework; or
  - For each vaccine or vaccine booster paid sick leave for this purpose may be limited to three days or 24 hours unless the employee provides verification from a health care provider that the covered employee or their family member is continuing to experience symptoms. The limitation includes any time used under number 3 above to obtain the vaccine.
5. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; or
6. The employee is caring for a family member who is subject to an order or guidance under number 1 or who has been advised to isolate or quarantine under number 2; or

7. The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

## **Employment History Documentation**

### **What is the effective date of the 215 PAR transaction at the start of the SPSL benefit?**

The effective date is the approved benefit start date.

### **What date should be entered in the Remarks section of the 215 PAR transaction for SPSL?**

Enter the approved benefit start date. Enter it as "SPSL MM/DD/YY".

### **What is the effective date of the 215 PAR transaction at the completion of the SPSL benefit?**

The effective date is the completion date of the SPSL benefit. The SB 114 SPSL expires on September 30, 2022, except that a covered employee taking SB 114 SPSL at the time of expiration shall be permitted to take the full amount without interruption to which the employee otherwise would have been entitled.

For example, the employee goes out on SPSL 09/27/2022 and returns 10/4/2022. The employee's 215 start date is 09/27/2022, the 215 end date is 10/4/2022.

### **Benefit Entitlement:**

SPSL time used will be paid at the unreduced salary rate (Based on Salary PAR Item 320) the rate will not include Earning IDs (EID) (PAR Item 350) that decrease the employee's pay such as the Voluntary Personal Leave Program (VPLP).

## **Payroll Processing**

Payroll adjustments that cannot be keyed via PIP must be submitted on a form Std. 674 to Civil Service (CS) Payroll. The SPSL must be noted in the remarks section of the form Std. 674 and should be sent through ConnectHR upload to the "CS Payroll - Std. 674 SPSL/EPSLA/EFMLA" [dropdown](#).

The SCO CS Payroll team will process the form Std. 674 for the current pay period as a priority. All form Std.674s received for prior pay periods will be worked based on the received date.

When submitting SPSL benefit documents to SCO, you must upload as a PDF package the SPSL calculation sheet and form Std. 674.

## **Calculations and the SPSL Calculator**

SCO provides an [SPSL Calculator](#) to help compute:

- SPSL SB 114 (expires 09/30/2022)
- SPSL SB 95 (expired 09/30/2021)
- Regular pay with or without EIDs that reduce the salary rate

The calculator's functionality includes fractional time bases. This information will be updated as new information becomes available and additional guidelines are developed, so check back regularly.

**How are holidays treated when calculating an employee's SPSL benefit?**

If the holiday falls within a block of time used for SPSL the holiday is treated as a regular workday.

**How do I use the calculator for an employee with a non-standard work schedule?**

The calculator has been updated to support calculations for employees on alternate workweek schedules (AWWS). In the calculator's AWWS field, select the desired schedule.

The calculator is not designed to calculate SPSL benefit pay for hourly employees or semi-monthly employees. Manual calculations are required for these situations.

**Why didn't I receive my full Voluntary Personal Leave Program (VPLP) accrual in the month I used the SPSL benefit?**

The VPLP accrual is based on hours paid with the exception of SPSL/ATO usage.

If you have additional questions, please contact the Statewide Customer Contact Center at (916) 372-7200.