

Covid-19 Supplemental Paid Sick Leave

Benefit FAQ

Documentation, Payroll Processing, and Benefit Calculation

Overview

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

March 19, 2021 Senate Bill (SB) 95 was chaptered and is retroactive to January 1, 2021. SB 95 provides supplemental paid sick leave (SB 95 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 concerns related to COVID-19; or
3. The employee is attending an appointment to receive a COVID-19 vaccine; or
4. The employee is experiencing symptoms related to receiving the COVID-19 vaccine that prevent the employee from being able to work or telework; or
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 as defined in the California Labor Code, section 245.5 subdivision (c), who is subject to an order or guidelines under number 1 or 2; or
7. The employee is caring for a child as defined in the California Labor Code, section 245.5, subdivision (c), whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

Under the SPSL, employees are entitled to receive payment at their regular unreduced rate of pay.

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. This may not extend past 09-30-21.

Payroll Processing

Payroll adjustments 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 using encrypted email to ppsdepslaefmladj@sco.ca.gov with “SPSL” in the subject line.

Please note: If your agency does not have encrypted email, you may send form Std.674 with ONLY the last four of the employee’s social security number.

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, please attach the employee’s computed results from the COVID-19 calculator. **Please save the calculator print out as a PDF before submission to the CS Payroll program and include “SPSL” in the email subject line.**

What do I do if I am unable to key using the Payroll Input Process (PIP)?

Payments that cannot be keyed via PIP must be submitted on a form Std. 674 to CS Payroll. The SPSL must be noted in the remarks section of the form Std.674 and sent using encrypted email to the ppsdepslaefmladj@sco.ca.gov.

Calculations and the SPSL Calculator

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 work week 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 SPSL benefit?

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

SCO provides a [SPSL calculator](#) to help compute:

- SPSL (expires 09/30/2021)
- EPSLA (expired 12/31/2020)
- E-FMLA benefit (expired 12/31/2020)
- Supplementation (expired 12/31/2020)
- Benefit dock time (expired 12/31/2020)
- Regular pay (expired 12/31/2020)
- True dock time

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