

To: CSUSM Corporation MPPs/Managers & Staff (Non-Faculty) & Student Assistants

As a follow up to the communication that went out on February 18, 2022 on this same topic, Senate Bill 114 (SB 114) requires employers with 26 or more employees to provide supplemental paid sick leave (SPSL) to employees to use for qualifying COVID-19 reasons if the employee is unable to work or telework between January 1, 2022 through September 30, 2022 and is retroactive to January 1, 2022. Additionally, it allows employees to use leave to care for qualifying family members (defined below). Applicable time is entered directly in ADP (see PAY CODE options below). The second allotment (defined below), and retroactive adjustments require additional steps as outlined in the below table.

Here is a summary of the requirements under SB114. Please click on link to access the legally required poster that provides additional details regarding this law [2022 Covid-19 Supplemental Paid Sick Leave Poster](#).

	SB114 (SPSL)
Period of use	1/1/2022 to 9/30/2022
Effective Date	2/19/22
Hours	<p>80 full-time/pro-rated for less than full-time (2 buckets or options of time available for various Covid-19 related reasons. The primary difference in the options is that the 2nd allotment of time can be used if the employee tests positive for COVID-19 or if they are caring for someone who tests positive for COVID-19 (documentation of the positive test is required))</p> <ul style="list-style-type: none"> • Full-time employees receive 40 hours in each bucket of pay, capped at a maximum of 80 hours (prorated for regular employees regularly scheduled to work less than 40 hours and capped at a maximum of twice the normal weekly scheduled hours - for example, employees regularly scheduled to work 30 hours per week receive 30 hours in each bucket of pay, capped at a maximum of 60 hours). • Part-time and student employees receive the total number of hours they are normally scheduled to work over one week (up to 20 hours in each bucket of pay, capped at a maximum of 40 hours).
Tracking	<ul style="list-style-type: none"> • ADP Time & Attendance
Eligibility	<ul style="list-style-type: none"> • All employees including part-time (non-CSU/Additional Employment) and student employees are eligible for 2022 COVID-19 SPSL
<p>Reasons for leave usage: First Allotment of Hours</p> <p>(-Select CA SPSL 2022 option within PAY CODE column in ADP timecard for first allotment of hours.)</p>	<ul style="list-style-type: none"> • Employee is subject to a quarantine or isolation period related to COVID-19 as defined by federal, state or local orders or guidance. • Employee is advised by a health care provider to self-quarantine or isolate due to concerns related to COVID-19. • Employee is attending an appointment or attending with a family member to receive a COVID-19 vaccine or booster. • Employee is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or booster that prevent the employee from being able to work or telework. <p>PLEASE NOTE: The total sick leave related to each vaccination or booster is limited to three (3) days or twenty-four (24) hours, unless the employee provides verification from a health care provider that they or their family member is continuing to experience symptoms related to a COVID-19 vaccine or COVID-19 vaccine booster (referenced medical verification should be submitted via the department’s confidential link: HR Forms Link). This three (3) day/twenty-four (24) hour limit includes the time used to get the vaccine or booster.</p> <ul style="list-style-type: none"> • Employee is experiencing COVID-19 symptoms and seeking a medical diagnosis. • Employee is 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. <p>A “qualifying family member” is any of the following:</p> <ol style="list-style-type: none"> A child, which for purposes of this paid leave means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status. A biological, adoptive, or foster parent, stepparent, or legal guardian or an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child. Spouse. Registered domestic partner. Grandparent. Grandchild. Sibling. <ul style="list-style-type: none"> • 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.
<p>Reasons for leave usage: Second Allotment of hours</p> <p>(-Select CA SPSL 2022 Addl Leave option within PAY CODE column in ADP timecard for second allotment of hours.)</p>	<ul style="list-style-type: none"> • Employee tests positive or is caring for a family member who tests positive for COVID-19. <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> ○ Employee does not need to exhaust the first bucket of time to use the second bucket. ○ Employee is required to provide proof of the positive COVID-19 test to be eligible to use this time. ○ Documentation should not be emailed and instead should be submitted via this confidential upload link: HR Forms Link.
Impact on Exclusion pay	SPSL can be used as sick pay prior to an employee being placed on exclusion pay.
Retroactive Adjustments	Employers are not required to automatically adjust. Employees must “request” to replace leave accruals used for reasons cited above with SPSL retroactively back to January 1, 2022. Please contact hrcorp@csusm.edu for assistance with retroactive adjustments.
Funding	Departments will be charged for time taken under this leave (similar to regular sick leave, vacation, PTO, etc.).