



Request for District Supplemental COVID 19 Paid Sick Leave
January 1, 2022 through December 31, 2022

Effective February 19, 2022 the State of California has implemented a COVID-19 Supplemental Paid Sick Leave policy. The District will now follow state guidance.

Employee Name, Position Title, Department, Work Schedule: e.g., M-F 8:00 am – 5:00 pm, Date of Request

Leave Request (up to 80 hours, prorated for part-time employees): Please see the attached flyer for information and detailed definitions. Total COVID Sick Leave Taken this month: [] Hrs.

Requested Leave Date, Expected End Date (if more than one day), Consecutive Leave, Intermittent or Reduced Leave Schedule

COVID-19 Supplemental Paid Sick Leave
I am unable to work or telecommute and request to use CA COVID-19 Supplemental Paid Sick Leave for the following reason (may require verification):

- 1. I am 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 ("CDPH"), the federal Centers for Disease Control and Prevention ("CDC"), or a local health officer who has jurisdiction over the workplace.
2. I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. I am attending an appointment to receive a vaccine for protection against contracting COVID-19.
4. I am experiencing symptoms related to a COVID-19 vaccine that prevent me from being able to work or telework.
5. I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
6. I am caring for a family member within my household who is subject to a quarantine or isolation order or guidelines described above, or who has been advised to self-quarantine by a health care provider, or who is experiencing symptoms related to a COVID-19 vaccine.
7. I am caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

Employee Signature: _____ Date: _____
Immediate Supervisor: _____ Date: _____
Human Resources: _____ Date: _____

For a more detailed explanation please visit the COS COVID-19 Information page: https://www.siskiyous.edu/health/covid19.htm

2022 COVID-19 Supplemental Paid Sick Leave

Effective February 19, 2022



Covered employees in the public or private sectors who work for employers with 26 or more employees are entitled to up to 80 hours of 2022 COVID-19 related paid sick leave from January 1, 2022 through December 31, 2022, immediately upon an oral or written request to their employer, with up to 40 of those hours available only when an employee or family member tests positive for COVID-19.

A full-time covered employee may take up to 40 hours of leave if the employee is unable to work or telework for any of the following reasons:

- **Vaccine-Related:** The covered employee is attending a vaccine or booster appointment for themselves or a family member* or cannot work or telework because they have vaccine--related symptoms or are caring for a family member with vaccine-related symptoms. An employer may limit an employee to 24 hours or 3 days of leave for each vaccination or booster appointment and any consequent side effects, unless a health care provider verifies that more recovery time is needed.
- **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- **Caring for a Family Member*:** The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

A full-time covered employee may take up to an additional 40 hours of leave if the employee is unable to work or telework for either of the following reasons:

- The covered employee tests positive for COVID-19
 - The covered employee is caring for a family member* who tested positive for COVID-19.
- * A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

Part-Time covered Employees: Part-time covered employees may take as leave up to the amount of hours they work over two weeks, with half of those hours available only when they or a family member* test positive for COVID-19.

Payment: If an employee took leave for one of the reasons identified above between January 1, 2022 and February 19, 2022, and that leave was either unpaid or compensated at a rate less than the employee's regular rate of pay, the employee may also request a retroactive payment. Payment is at the employee's regular or usual rate of pay, not to exceed \$511 per day and \$5,110 in total.

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited. A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the nearest district office by looking at the [directory on our website](http://www.dir.ca.gov/dlse/DistrictOffices.htm) <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.