



2022-2023 COVID-19 Supplemental Paid Sick Leave

Effective November 28, 2022, full-time and part-time employees will be eligible for a one-time allotted based on the employee's regular weekly work schedule of COVID-19 Paid Sick Leave CSPL for qualifying COVID-19-related reasons.

Up to 40-hours of leave (employees who are not employed full-time but scheduled to work regularly are entitled to the number of hours that the employee regularly works in one week) will be provided if the employee is unable to work or telework.

CSPL remains in effect through June 30, 2023. However, while a covered employee is taking this leave beyond June 30, 2023, the employee can finish taking the amount of supplemental paid leave they are eligible to receive.

CSPL applies retroactively to eligible employees taken on or after July 1, 2022, and remains in effect until June 30, 2023. In addition, employees that were out on leave for COVID-related reasons before the effective date of this policy and used PTO, Vacation, or Sick time will have the option to convert to CSPL, and their used accruals will be restored to them.

COVID Qualifying Reasons

- **Vaccine-related:** 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. Eligible staff members will be offered (a) up to 2 hours of Vaccination Leave for vaccination and booster appointments (b) up to one day of Vaccination Leave for recovery from potential side effects per vaccination dose, which make the staff member unable to work. Additional leave hours may be available through the use of Sick Time or other leave policies. Documentation must be provided to HR. When feasible, all staff are encouraged to schedule vaccination appointments during non-working hours.

- **Caring for Yourself:** employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidance of the Department of Public Health, Centers for Disease Control and Prevention, or the local public health department; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis that returns of result of being COVID-19 positive.
- **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.
- **Proof of Positive Test:** employee tests positive for COVID-19; or is caring for a family member who tested positive for COVID-19. Pay will be denied for failure to provide documentation of a test result.

Employee Eligibility and Coverage:

The maximum potential amount of CSPL an employee can receive is 40 hours for full-time employees. For part-time employees, the amount is proportionate to the number of hours they work per week. New employees will be eligible for CSPL after 30 service days.

Retroactive Payment of Benefits

For retroactive payments related to CSPL taken between July 2022 and before the effective date of this policy, employees must make a written request to HR to be paid retroactively.

Recording Time

Employees should submit CSPL requests via Skyward Employee Access portal using the pay code “CSPL” and record the time and hours per day.

COVID-19 Test – Results administered by a health care provider or a test that may be self-administered and self-read are acceptable proof and documentation of COVID-19.

According to the quarantine and isolation guidance of the State Department of Public Health, the Centers for Disease Control and Prevention, or the local Public Health Department, this policy is subject to change.

