

Memorandum

DATE: February 10, 2022
TO: All Employees
FROM: Jeffrey M. Stumbo, Chief Human Resources Officer (EEO Officer)
SUBJECT: California Supplemental Paid Sick Leave (SPSL)

The purpose of this communication is to inform you that the Governor of California recently signed Assembly Bill 84 granting an additional 40 hours of supplemental sick pay through September 30, 2022, retroactive to January 1, 2022. California Supplemental Paid Sick Leave (SPSL) provides supplemental sick pay to employees if they are unable to work or telework due to specific qualifying reasons related to the COVID-19 virus. In addition, AB-84 allows employees to take up to 40 additional hours of COVID-19 supplemental paid sick leave if the covered employee, or a family member for whom the covered employee is providing care, tests positive for COVID-19.

Employees seeking retroactive pay for time off taken between January 1, 2022 and February 14, 2022, due to a qualifying reason related to COVID-19, must complete the attached COVID-19 Emergency Leave Request Form and return to Joshua Sam Ramos via email at Joshua.SamRamos@sdmts.com. Retroactive requests must be submitted before March 21, 2022.

For all requests after February 14, 2022, employee must turn in the request form to their supervisor no later than 9:00 am on the Monday proceeding the Friday on which the employee usually gets paid. Supervisors must make sure this time is accurately reflected in Stromberg, Hastus or on the employees ADP time card.

Your available balance of the new leave will be reflected on your wage statements under the "FFCRA" leave code line on the March 11, 2022 pay date for MTS and Rail employees and March 18, 2022 pay date for Bus employees. Please call your supervisor immediately if you have any concerns with your balance.

In an effort to make this eligibility more understandable, it has been broken down by scenario:



| | |
|--|---|
| <p>Sick or Has Symptoms and Seeking Medical Diagnosis</p> <p>The employee is unable to work or telework because the employee is experiencing COVID-19 symptoms and seeking a medical diagnosis.</p> | <p>Rate of Pay: The employee’s regular rate of pay</p> <p>Caps on Pay: Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p>Duration:</p> <ul style="list-style-type: none"> • Full-time Employees (or employees who worked or were scheduled to work on average at least 40 hours per week in the two weeks preceding the need for SPSL leave): Up to 40 hours of sick leave. • Part-time Employees with regular weekly schedules: Sick leave up to the average hours worked over one-week period. • Part-time Employees with variable schedules: Sick leave for 7 times the average number of hours worked per day over the past 6 months. <p>If additional time is needed beyond 40 hours due to testing positive:</p> <ul style="list-style-type: none"> • An employee may use up to 40 additional hours of SPSL. |
|--|---|

| | |
|--|--|
| <p>Quarantine</p> <p>The employee is unable to work or telework because the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; or the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.</p> | <p>Rate of Pay: The employee’s regular rate of pay</p> <p>Caps on Pay: Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p>Duration:</p> <ul style="list-style-type: none"> • Full-time Employees (or employees who worked or were scheduled to work on average at least 40 hours per week in the two weeks preceding the need for SPSL leave): Up to 40 hours of sick leave. • Part-time Employees with regular weekly schedules: Sick leave up to the average hours worked over a two-week period. • Part-time Employees with variable schedules: Sick leave for 14 times the average number of hours worked per day over the past 6 months. <p>If additional time is needed beyond 40 hours do to family member testing positive:</p> <ul style="list-style-type: none"> • An employee may use up to 40 additional hours of SPSL, if employee provides documentation of positive test results. |
|--|--|

| | |
|--|---|
| <p>Vaccine Appointment</p> <p>The employee is unable to work or telework because the employee is attending an appointment for themselves or a family member to receive a vaccine or a vaccine booster for protection against COVID-19</p> | <p>Rate of Pay: The employee's regular rate of pay</p> <p>Duration:</p> <ul style="list-style-type: none"> • 3-day or 24-hour limitation, includes the time used for vaccine-effects. |
| <p>Vaccine Side-Effects</p> <p>The employee is unable to work or telework because the employee is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster.</p> | <p>Rate of Pay: The employee's regular rate of pay</p> <p>Caps on Pay: Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p>Duration:</p> <ul style="list-style-type: none"> • 3-days or 24-hour limitation, includes the time used to get the vaccine or vaccine booster, unless the employee provides a certification from a health care provider that the employee or family member is continuing to experience symptoms related to the vaccination or booster. |
| <p>Care for Quarantined Individual</p> <p>The employee is unable to work or telework due to caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.</p> | <p>Rate of Pay: The employee's regular rate of pay</p> <p>Caps on Pay: Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p>Duration:</p> <ul style="list-style-type: none"> • Full-time Employees (or employees who worked or were scheduled to work on average at least 40 hours per week in the two weeks preceding the need for SPSL leave): Up to 40 hours of sick leave. • Part-time Employees with regular weekly schedules: Sick leave up to the average hours worked over a two-week period. • Part-time Employees with variable schedules: Sick leave for 7 times the average number of hours worked per day over the past 6 months. <p>If additional time is needed beyond 40 hours: An employee may use his or her accrued paid time off for pay coverage.</p> |

| | |
|---|---|
| <p>Care for Child out of School/Care</p> <p>The employee is unable to work or telework because the employee is caring for his or her child whose school or place of care is closed, or child care provider is unavailable, <u>due to COVID-19 on the premises.</u></p> | <p>Rate of Pay: The employee's regular rate of pay</p> <p>Caps on Pay: Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p>Duration:</p> <ul style="list-style-type: none">• Full-time Employees (or employees who worked or were scheduled to work on average at least 40 hours per week in the two weeks preceding the need for SPSL leave): Up to 40 hours of sick leave.• Part-time Employees with regular weekly schedules: Sick leave up to the average hours worked over a two-week period.• Part-time Employees with variable schedules: Sick leave for 14 times the average number of hours worked per day over the past 6 months. |
|---|---|

Please contact your direct supervisor with questions. You may also email Joshua.SamRamos@sdmts.com or call the Human Resources offices at 619-557-4598.

Attachments:

1. COVID-19 SPSL Leave Request Form
2. California Supplemental Paid Sick Leave Poster

cc: Post on all Agency Bulletin Boards
Post on all COVID-19 web pages
Text link to all employees