

## Memorandum

DATE: March 29, 2021  
 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 Senate Bill 95 granting an additional 80 hours (part time employee hours are explained below under duration) of supplemental sick pay through September 30, 2021, retroactive to January 1, 2021. 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.

As you know, MTS had already elected to extend certain provisions of the Families First Coronavirus Response Act (FFCRA) 80 hours of pandemic sick pay to March 31, 2021 to employees who have not yet used their 80 hours. Any FFCRA hours used in 2021 will be used to offset the 80 hours of SPSL. For example, if you used 50 hours of FFCRA leave in January 2021, you will have 30 hours of leave from Senate Bill 95 remaining (80-50=30). Your available balance of the new leave will be reflected on your paystub under the “FFCRA” leave code line on the April 2, 2021 pay date for Bus employees, and April 9, 2021 for MTS and Rail employees. Please notify 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><b>Sick or Has Symptoms and Seeking Medical Diagnosis</b></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><b>Rate of Pay:</b> The employee’s regular rate of pay</p> <p><b>Caps on Pay:</b> Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li>• Full-time Employees: Up to 80 hours of sick leave.</li> </ul>
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	<ul style="list-style-type: none"> <li>Part-time Employees with regular weekly schedules: Sick leave up to the average hours worked over a two-week period.</li> <li>Part-time Employees with variable schedules: Sick leave for 14 times the average number of hours worked per day over the past 6 months.</li> </ul> <p><b>If additional time is needed beyond 80 hours:</b></p> <ul style="list-style-type: none"> <li>An employee may use his or her accrued paid time off for pay coverage</li> </ul>
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<p><b>Quarantine</b></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><b>Rate of Pay:</b> The employee’s regular rate of pay</p> <p><b>Caps on Pay:</b> Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li>Full-time Employees: Up to 80 hours of sick leave.</li> <li>Part-time Employees with regular weekly schedules: Sick leave up to the average hours worked over a two-week period.</li> <li>Part-time Employees with variable schedules: Sick leave for 14 times the average number of hours worked per day over the past 6 months.</li> </ul> <p><b>If additional time is needed beyond 80 hours:</b></p> <ul style="list-style-type: none"> <li>An employee may use his or her accrued paid time off for pay coverage</li> </ul>
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<p><b>Vaccine Appointment</b></p> <p>The employee is unable to work or telework because the employee is attending an appointment to receive a vaccine for protection against contracting COVID-19</p>	<p><b>Rate of Pay:</b> The employee’s regular rate of pay</p> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li>Actual time off of work due to employee’s vaccination appointment, generally 1 hour or so.</li> </ul>
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<p><b>Vaccine Side-Effects</b></p> <p>The employee is unable to work or telework because the employee is experiencing symptoms related to a COVID-19 vaccine.</p>	<p><b>Rate of Pay:</b> The employee’s regular rate of pay</p> <p><b>Caps on Pay:</b> Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li>Full-time Employees: Up to 80 hours of sick leave.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Part-time Employees with regular weekly schedules: Sick leave up to the average hours worked over a two-week period.</li> <li>• Part-time Employees with variable schedules: Sick leave for 14 times the average number of hours worked per day over the past 6 months.</li> </ul>
<p><b>Care for Quarantined Individual</b></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><b>Rate of Pay:</b> The employee’s regular rate of pay</p> <p><b>Caps on Pay:</b> Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li>• Full-time Employees: Up to 80 hours of sick leave.</li> <li>• Part-time Employees with regular weekly schedules: Sick leave up to the average hours worked over a two-week period.</li> <li>• Part-time Employees with variable schedules: Sick leave for 14 times the average number of hours worked per day over the past 6 months.</li> </ul> <p><b>If additional time is needed beyond 80 hours:</b> An employee may use his or her accrued paid time off for pay coverage</p>
<p><b>Care for Child out of School/Care</b></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><b>Rate of Pay:</b> The employee’s regular rate of pay</p> <p><b>Caps on Pay:</b> Up to a maximum of \$511 per day and \$5,110 total over the entire pandemic sick pay period</p> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li>• Full-time Employees: Up to 80 hours of sick leave.</li> <li>• Part-time Employees with regular weekly schedules: Sick leave up to the average hours worked over a two-week period.</li> <li>• Part-time Employees with variable schedules: Sick leave for 14 times the average number of hours worked per day over the past 6 months.</li> </ul>

Please contact your direct supervisor with questions. You may also email [Joshua.SamRamos@sdmts.com](mailto: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 in place of April 2, 2020 Emergency Leave Policy  
Post on all COVID-19 web pages  
Text link to all employees