

## COUNTY OF SAN MATEO CORONAVIRUS LEAVE POLICIES

### **COVID-19 Emergency Sick Leave:**

#### What is it?

Paid sick leave for certain reasons associated with the COVID-19 Public Health Emergency.

COVID-19 Emergency Sick Leave is provided pursuant to the terms and conditions set forth in this policy. If additional State or Federal legislation or regulations regarding COVID-19 sick leave are enacted or adopted prior to the expiration of this policy on July 9, 2022, the County may revoke or revise this policy as appropriate.

Leave taken as COVID-19 Emergency Sick Leave is a temporary form of sick leave and is separate and distinct from regular County provided sick leave.

#### Who is eligible?

From January 1, 2021 through - July 9, 2022, County employees can take COVID-19 Emergency Sick Leave if they are unable to work or telework for the following reasons:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation period related to COVID-19.
- (2) The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation period related to COVID-19 or been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- (5) The employee is caring for their child (under 18 years of age or an adult with a mental or physical disability who is incapable of self-care because of that disability) whose school or place of care has been closed, or the child's child -care provider is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
- (7) The employee is obtaining a vaccine (including a vaccine booster) for protection against contracting COVID-19.

- (8) The employee is experiencing symptoms related to receiving a COVID-19 vaccine or vaccine booster that prevent the employee from being able to work or telework.
- (9) The employee has been excluded from work by the County pursuant to the County's COVID-19 Prevention Program. (Note: In this circumstance, the employee may be required to exhaust any available COVID-19 Emergency Sick Leave before receiving any form of exclusion related earnings from the County.)

#### How long is the leave?

Each employee has received 10 days of COVID-19 Emergency Sick Leave, not to exceed a total of 80 hours, for the period of January 1, 2021 – July 9, 2022. Part-time employees received a pro-rated amount based on average hours worked.

Please note: this latest amendment to the policy does not provide any additional hours. It only extends the date for employees to utilize any previously unused COVID-19 EMERGENCY Sick Leave hours

Employees must not return to work until medically advisable based on the most recent information from Federal, State and Local health officials and the employee or family member's healthcare provider.

Any employee who is unable to work or telework due to their own laboratory-confirmed COVID-19 illness shall utilize their available COVID-19 Emergency Sick Leave, as outlined above. If necessary, the County will grant an additional forty (40) hours of COVID-19 Sick Leave Hours upon certification from a Healthcare provider of the need for additional time due to the employee's own laboratory confirmed COVID-19. If after exhausting all of those leaves, an employee's Healthcare provider determines and certifies that an employee needs additional time off, the County, on a case by case basis, may grant an additional forty (40) hours of COVID-19 Sick Leave Hours.

COVID-19 Emergency Sick Leave will expire on July 9, 2022. After this date, any unused leave will not carryover or be cashed out and does not convert to retiree health medical benefits at the time of retirement.

#### What does it pay?

Employees will receive their regular rate of pay.<sup>i</sup>

#### Employee Benefits

Employees will continue to receive their regular elected benefits during the time they are covered under COVID-19 Emergency Sick Leave. Benefits will continue to be deducted from their bi-weekly paycheck. In the event deductions do not occur, employees will be billed for their portion of benefits only.

Employees will continue to receive all regular accrual of other paid leave while using COVID-19 Emergency Sick Leave.

Other forms of leave?

Employees who are eligible for COVID-19 Emergency Sick Leave for one of the reasons listed above, may also be eligible for other forms of leave such as FMLA/CFRA or regular County sick leave. Unpaid forms of leave such as FMLA/CFRA will run concurrently with COVID-19 Emergency Sick Leave, where applicable. For more information on other forms of leave, please see the County’s policies for [Leave for Employee’s Own Health Condition](https://hr.smcgov.org/leave-employees-own-health-condition) <https://hr.smcgov.org/leave-employees-own-health-condition> and [Leave for My Family Member’s Health Condition](#).

How do I request the leave?

When the requirement for sick leave is known to the employee in advance of the absence, the employee shall request COVID-19 Emergency Sick Leave at such time. In all other instances the employee shall notify their supervisor of their need to take COVID-19 Emergency Sick Leave as promptly as possible. Employees shall try to provide notice in the manner set forth by their supervisor, manager or division/department policy or practice. (e.g. phone call, email, etc.)

Employees seeking to use COVID-19 Emergency Sick Leave must code their timesheet and hours used with sick leave code **635 Emergency Sick Leave**, and code the relevant Job Org code:

FFCR1	Govt Quarantine/Isolation-Self
FFCR2	HCP Quarantine/Isolation-Self
FFCR3	Symptoms & Seeking Diagnosis-Self
FFCR4	Govt Quarantine/Isolation-Other
FFCR5	Child’s School/Childcare Closed
FFCR6	Other Similar Specified by HHS ( <i>not used</i> )
FFCR7	COVID Vaccine Appointment
FFCR8	Recovering from Vaccination
FFCR9	Excluded by Employer under CPP [County’s COVID-19 Prevention Program]

After returning from COVID-19 Emergency Sick Leave, the department may request the employee to complete a written form to document the leave.

---

<sup>i</sup> Provision of full pay for COVID-19 Emergency Sick Leave requires ratification by the Board of Supervisors to become effective.