Sonoma County Office of Education

2022 COVID-19 Supplemental Paid Sick Leave

February 2022
SB-114 and AB-84 COVID-19 Supplemental Paid Sick Leave

The existing law has been extended under the Healthy Families Act of 2014 effective February 19, 2022, retroactive to January 1, 2022 – September 30, 2022. Employers with more than 25 employers, must provide SPSL for all employees who are unable to work or telework for COVID related leaves.

This replaces the 2021 SPSL that ended 9/30/2021

The leaves must be tracked in two banks using **Hours** for both Certificated and Classified.

1. **Bank One:** Supplemental Paid Sick Leave for Qualifying Reasons – 40 hours
2. **Bank Two:** Supplemental Paid Sick Leave based on Positive COVID-19 TEST - 40 hours

See the School & College Legal Services of CA (SCLS) Legal Update dated February 11, 2022 at the end of this guide.

SB-114 [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB114](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB114)

AB-84 [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB84](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB84)

**Notice Requirements**

**General Notice** – The state labor department will publish a model poster that employers must display conspicuously in the workplace and provide (e.g., via email) a copy to employees who do not frequent the workplace.

**Employee Notice of Leave Use**

1. The employer must provide all employees with written notice that sets for the amount of SPSL and PT-SPSL they used through the pay period in which it was due to be paid.

2. The notice may be provided on an employee’s itemized wage statement or in a separate writing provided on the designated pay date with the employee’s payment of wages.

3. The employer must specify zero hours if the employee has not used any SPSL or PT-SPSL.

4. This notice requirement goes into effect the next full pay period (March, 2022) following the effective date of AB 84.

Please contact your District legal provider if you have questions on this matter.
Create Sick Leave Balances

Recommended setup for the COVID Supplemental Paid Sick Leave (SPSL) in Escape. This setup will Grant and show SPSL balances on the employee’s Paystub, provided the District has not already reached the max of 5 Leave Types.

- The district will need to adjust leaves taken for Covid-19 reasons after January 1, 2022 to the new SPSL Leave banks and credit Sick Leave or reverse Docked earnings.
- If the district is using the Frontline (AESOP) Absence Management system, we recommend to add the new SPSL to the Absence Reason dropdown in that system.

**Go to HR/Payroll - Setup - Leave – Balances**

Bank One Supplemental Paid Sick Leave – Qualifying Reasons

- Click New to Create Balance

- **Code**: Enter Code up to 8 characters
  - Example: SPSL-QR
- **Description**: Enter Code up to 30 characters
  - Example: SPSL Qualifying Reasons
- **Short Description**: Enter Code up to 15 characters
  - Example: SPSL-QR
- **Notes**: Enter more notes to help describe the Balance
- **Employee Online**: Choose Display or Hide in Employee Portal
- **Active**: Yes
- **Save/Close**
Go to HR/Payroll - Setup - Leave – Balances

Bank Two Supplemental Paid Sick Leave – Positive Test

- Click New to Create Balance

![Image of HR/Payroll - Setup - Leave - Balances window]

- **Code**: Enter Code up to 8 characters
  - Example: SPSL-PT
- **Description**: Enter Code up to 30 characters
  - Example: SPSL Positive Test
- **Short Description**: Enter Code up to 15 characters
  - Example: SPSL-PT
- **Notes**: Enter more notes to help describe the Balance
- **Employee Online**: Choose Display or Hide in Employee Portal
- **Active**: Yes
- **Save/Close
Create Balance Profiles

Leave Balance Profile records define rates and intervals for granting and rules for carryover.

A profile record is created for each balance within the group. For example, a leave group "class" may have three related leave balance profile records for vacation, sick and personal necessity; while a leave group "cert" might have only two related leave balance profile records for sick and personal necessity.

Go to HR/Payroll - Setup - Leave – Balance Profiles

Note: Escape allows 5 leave types to show on the paystub from the **Sequence** field. If your district already reached this limit, then you may need to adjust the sequence numbering logic OR provide the employees a separate document with this information.
HR/Payroll - Setup - Leave – Balance Profiles

Profile Information:

- **Leave Group**: Select Leave Group from dropdown menu
- **Leave Balance**: Select Leave Balance from dropdown menu
  - **Example**: SPSE-QR Qualifying Reasons
- **Notes**: Enter more notes to help describe the Balance Profile
- **Active**: Yes

![Profile Information screenshot]

Grant Information:

- **Basis**: Flat Amount
- **Occurs**: July for Entire Year
- **Timing**: Hour
- **Prorate on FTE**: Yes
- **Mid-Year Service Change**: 4 (No Change Based on Time Worked)
- **Sequence**: Enter number 1-5 to print on pay stub *(if not already used by another Leave Type)*
- **Limit Carryover**: No to carry forward to next fiscal; ends 9/30/2022

![Grant Information screenshot]
**HR/Payroll - Setup - Leave – Balance Profiles**

**Balance Profile Grant Ranges:**

Within the Balance Profile setup determine if the District will Grant 40 hours (Prorated on FTE) or Grant 0.00 and let the balance go negative if used.

- Click New to add Ranges

- **Service Yrs From:** 0
- **Service Yrs Thru:** 9999
- **Grant Amount:** 40.00 hours or enter 0.00 if not granting up front (Determined by District)
- **Save/Close**
Leave Types

These records define which balances decrease when a leave of this type is taken. Create a new Leave Type for SPCL-QR and SPSL-PT.

**Go to HR/Payroll - Setup - Leave – Types**
- Click New to create a new type

- **Code**: Enter Code up to 8 characters
  - Example: SPSL-QR

- **Description**: Enter Code up to 30 characters
  - Example: SPSL Qualifying Reasons

- **Short Description**: Enter Code up to 15 characters
  - Example: SPSL-QR

- **Balance Code**: Select from drop down menu

- **Notes**: Enter Description

- **Save/Close**
Leave Status

The Leave Status is where the Leave Grants take place. This process must be done prior to submitting end of month Payroll. Leaves can be granted multiple times during the month to capture Assignment Changes.

Go to HR/Payroll - Employment - Leave Status

Create a Default Favorite to view current and future Leave Reporting Periods using Mnemonics:
Enter BCM+14 for the 15th Begin of Current Month
• **Open** current "Open" status record

• **Go to Tasks** to select Grant Leaves
  - Click Yes to proceed with Grant

• **Go to snapshot** to review the Grant Audit to verify Leaves Granted as expected
• **Reopen Go to Tasks** to select Load Leaves
  - Click Yes to proceed
• **Reopen Go to Tasks** to select Post Leaves
  - Click Yes to Post

**Note:** 2022 SPSL Leave Banks are scheduled to end 9/30/2022; therefore, the balances must carryover to the next fiscal year starting 7/1/2022.
**Leave Usage**

Usage subtracts from an employee’s leave balance. The usage will be tracked in hours for all employees. A full day is based on the hours per day in Position Types.

**Go to HR/Payroll - Setup – Assignment – Position Types**

<table>
<thead>
<tr>
<th>Pos Typ</th>
<th>Description</th>
<th>Hrs/Day</th>
<th>Max FTE</th>
<th>Max Hours</th>
<th>Override</th>
<th>FTE/Hours</th>
<th>Ret Plan</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certificated</td>
<td>6.67</td>
<td>1.00000</td>
<td>6.67000</td>
<td>Yes</td>
<td>FTE</td>
<td>STRS</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Classified</td>
<td>8.00</td>
<td>1.00000</td>
<td>8.00000</td>
<td>No</td>
<td>Hours/FTE</td>
<td>PERS</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Leave Transactions**

Leave usage can be posted in Leave transactions activity.

**Go to HR/Payroll – Employment – Leave Transactions**

**Example:** A 1.0 FTE Certificated Teacher is out on SPSL-PT for 5 days, each day is equivalent to 6.67 hours, total usage is 33.35 hours (5 days * 6.67 hours) leaving an available balance of 6.65 hours. The system will generate the hours based on the setup in the Position Types.