

**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 employees, 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

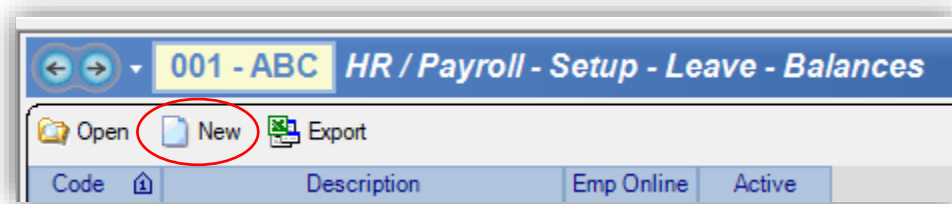
Recommended setup for the COVID Supplemental Paid Sick Leave (SPSL) in Escape. This setup will Grant and show SPSL balances on the employee's Paystub, provided the District has not already reached the max of 5 Leave Types.

- 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.

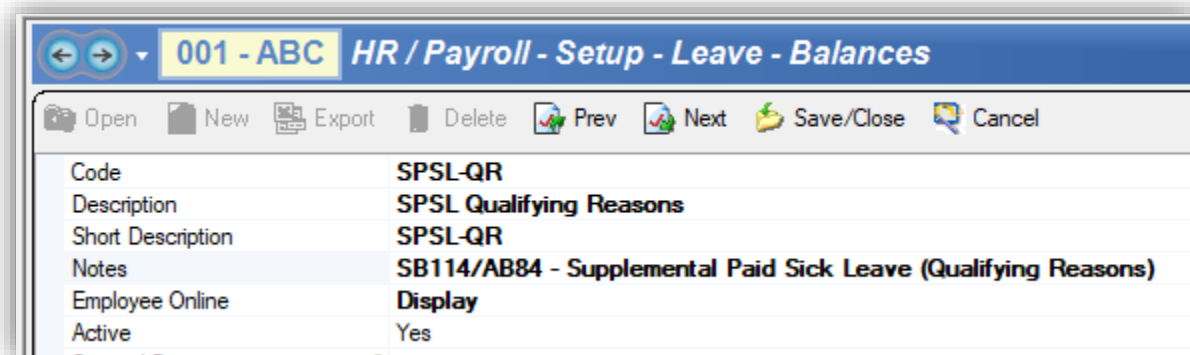
### **Go to HR/Payroll - Setup - Leave – Balances**

#### **Bank One Supplemental Paid Sick Leave – Qualifying Reasons**

- Click New to Create Balance



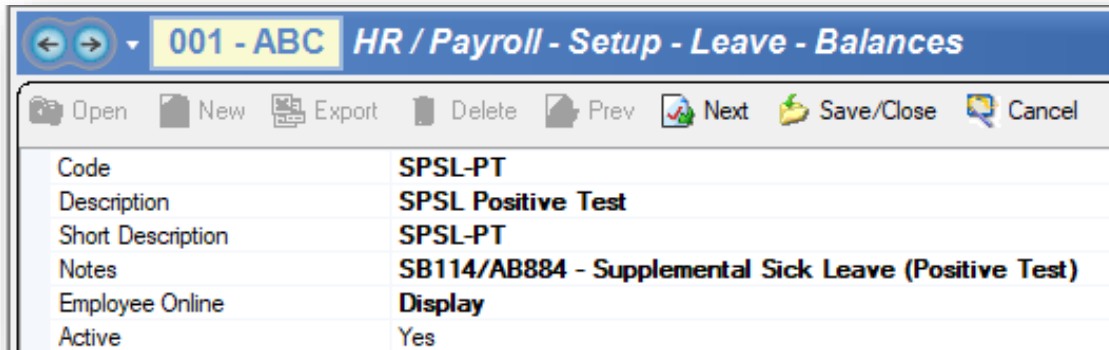
- **Code:** Enter Code up to 8 characters
  - **Example:** SPSL-QR
- **Description:** Enter Code up to 30 characters
  - **Example:** SPSL Qualifying Reasons
- **Short Description:** Enter Code up to 15 characters
  - **Example:** SPSL-QR
- **Notes:** Enter more notes to help describe the Balance
- **Employee 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



The screenshot shows a software window titled "001 - ABC HR / Payroll - Setup - Leave - Balances". The window has a menu bar with options: Open, New, Export, Delete, Prev, Next, Save/Close, and Cancel. Below the menu bar is a table with the following data:

|                   |   |
|-------------------|---|
| Code              | SPSL-PT   |
| Description       | SPSL Positive Test                                    |
| Short Description | SPSL-PT   |
| Notes             | SB114/AB884 - Supplemental Sick Leave (Positive Test) |
| Employee Online   | Display   |
| Active            | Yes   |

- **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**

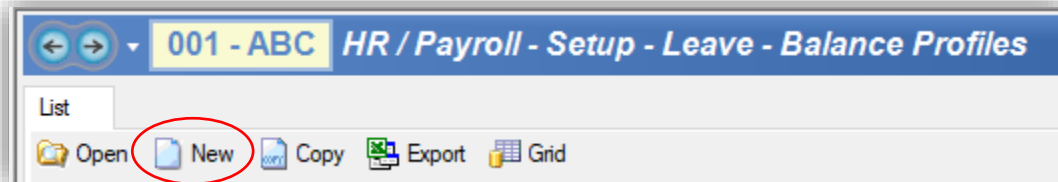


## Create Balance Profiles

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**



| Service Yrs F | Service Yrs T | Grant Amoun | Max Carryov | Max Carryov | Grant Per Uni |
|---------------|---------------|-------------|-------------|-------------|---------------|
|---------------|---------------|-------------|-------------|-------------|---------------|

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

## 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:** SPSL-QR Qualifying Reasons
- **Notes:** Enter more notes to help describe the Balance Profile
- **Active:** Yes

| Profile Information           |  |
|-------------------------------|--|
| Leave Group                   | CERT {Certificated employees}                                    |
| Leave Balance                 | SPSL-QR {SPSL Qualifying Reasons}                                |
| Cap By Balance                |  |
| Cap Includes Balance Forward? |  |
| Allow Projections             |  |
| Notes                         | SB114/AB84 - Supplemental Paid Sick Leave for Qualifying Reasons |
| Portal Description            |  |
| Portal Timesheet Leave Types  |  |
| Active                        | Yes  |

### Grant Information:

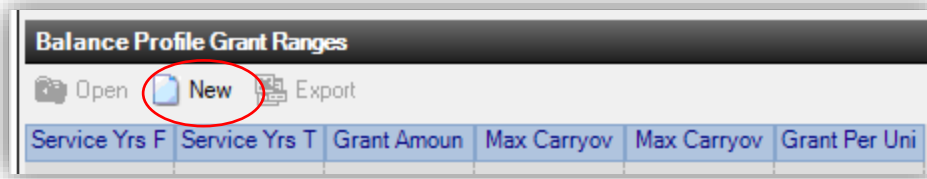
- **Basis:** Flat Amount
- **Occurs:** July for Entire Year
- **Timing:** Hour
- **Prorate on FTE:** Yes
- **Mid-Year Service Change:** 4 {No Change Based on Time Worked}
- **Sequence:** Enter number 1-5 to print on pay stub (*if not already used by another Leave Type*)
- **Limit Carryover:** No to carry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

| Grant Information       |                                    |
|-------------------------|------------------------------------|
| 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} |
| Transfer Balance        |                                    |
| Dock                    |                                    |
| Dock Addon Id           |                                    |
| Payoff                  |                                    |
| Units                   |                                    |
| Sequence                |                                    |
| Limit Carryover         | No                                 |
| Carryover Max           |                                    |
| Limit Leave Grant       |                                    |
| Round At                | 0.00                               |
| Rounding Factor         |                                    |
| Grant Hours Per Day     |                                    |

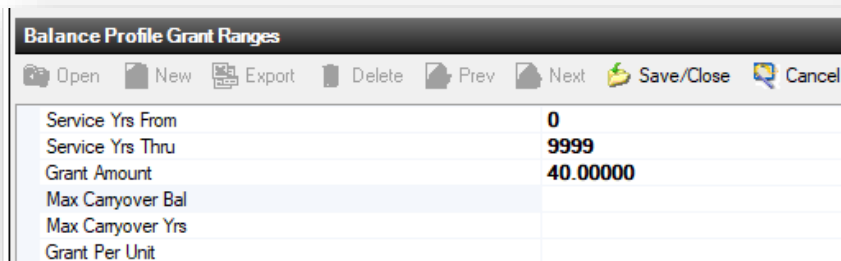
## HR/Payroll - Setup - Leave – Balance Profiles

### Balance Profile Grant Ranges:

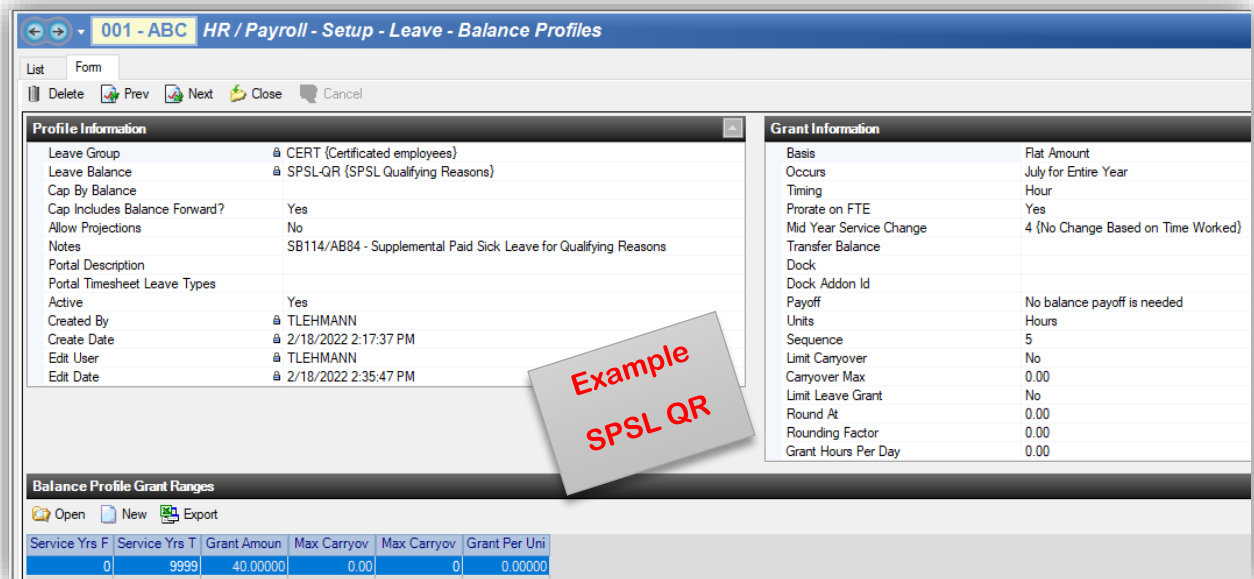
Within the Balance Profile setup determine if the District will Grant 40 hours (Prorated on FTE) or Grant 0.00 and let the balance go negative if used.



- 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**



**Profile Information**

|                               |  |
|-------------------------------|--|
| Leave Group                   | CLAS SY (Classified School Year)                             |
| Leave Balance                 | SPSL-PT (SPSL Positive Test)                                 |
| Cap By Balance                |  |
| Cap Includes Balance Forward? | Yes  |
| Allow Projections             | No   |
| Notes                         | SB114/AB84 - Supplemental Paid Sick LLeave for Positive Test |
| Portal Description            |  |
| Portal Timesheet Leave Types  |  |
| Active                        | Yes  |
| Created By                    | TLEHMANN   |
| Create Date                   | 2/18/2022 2:26:33 PM   |
| Edit User                     | TLEHMANN   |
| Edit Date                     | 2/18/2022 2:34:39 PM   |

**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) |
| Transfer Balance        |                                    |
| Dock                    |                                    |
| Dock Addon Id           |                                    |
| Payoff                  | No balance payoff is needed        |
| Units                   | Hours                              |
| Sequence                | 4                                  |
| Limit Carryover         | No                                 |
| Carryover Max           | 0.00                               |
| Limit Leave Grant       | No                                 |
| Round At                | 0.00                               |
| Rounding Factor         | 0.00                               |
| Grant Hours Per Day     | 0.00                               |

**Balance Profile Grant Ranges**

| Service Yrs F | Service Yrs T | Grant Amount | Max Carryov | Max Carryov | Grant Per Uni |
|---------------|---------------|--------------|-------------|-------------|---------------|
| 0             | 9999          | 40.00000     | 0.00        | 0           | 0.00000       |

**Example  
SPSL PT**

## 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

**HR / Payroll - Setup - Leave - Types**

Open **New** Export

| Code | Description | Bal Code | Alt Bal Code |
|------|-------------|----------|--------------|
|------|-------------|----------|--------------|

|                    |   |
|--------------------|---|
| Code               | SPSL-QR                                     |
| Description        | SPSL Qualifying Reasons                     |
| Short Description  | SPCL-QR                                     |
| Balance Code       | SPSL-QR {SPSL Qualifying Reasons}           |
| Alt Balance Code   |   |
| Alt Balance Code 2 |   |
| Profile Req'd      | No  |
| Location Access    | No  |
| Notes              | SB114/AB84 - Supplemental Paid Leave (Quali |
| Active             | Yes   |

- **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**



| 001 - ABC HR / Payroll - Setup - Leave - Types |                              |
|--|------------------------------|
| Code   | SPSL-PT                      |
| Description                                    | SPSL Positive Test           |
| Short Description                              | SPSL-PT                      |
| Balance Code                                   | SPSL-PT {SPSL Positive Test} |
| Alt Balance Code                               |                              |
| Alt Balance Code 2                             |                              |
| Profile Req'd                                  | No                           |
| Location Access                                | No                           |
| Notes  | SB114/AB84 - Supplementa     |
| Active   | Yes                          |



- **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
- **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**

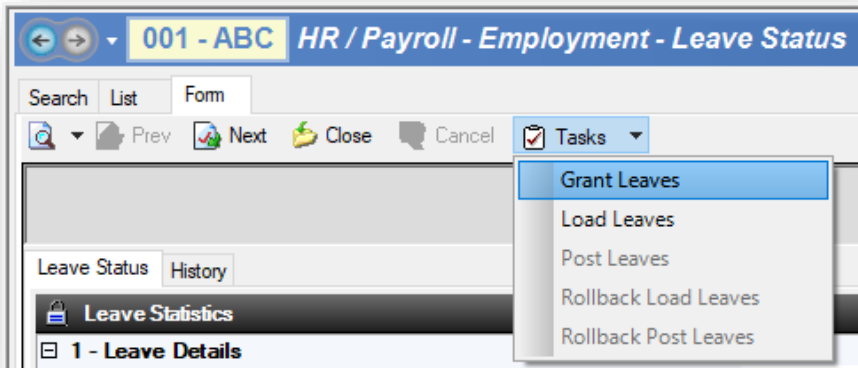
| 001 - ABC HR / Payroll - Employment - Leave Status                                      |                    |
|---|--------------------|
| Search  | List               |
| Go  | Clear              |
| ★ Favorites   |                    |
| <b>Search Criteria - Search Pay Leave Status records</b>                                |                    |
| From Leave Reporting End Date   | 2/15/2022 {BCM+14} |
| <b>From Leave Reporting End Date</b><br>Enter starting Reporting Period End Date value. |                    |

**Create a Default Favorite to view current and future Leave Reporting Periods using Mnemonics:**

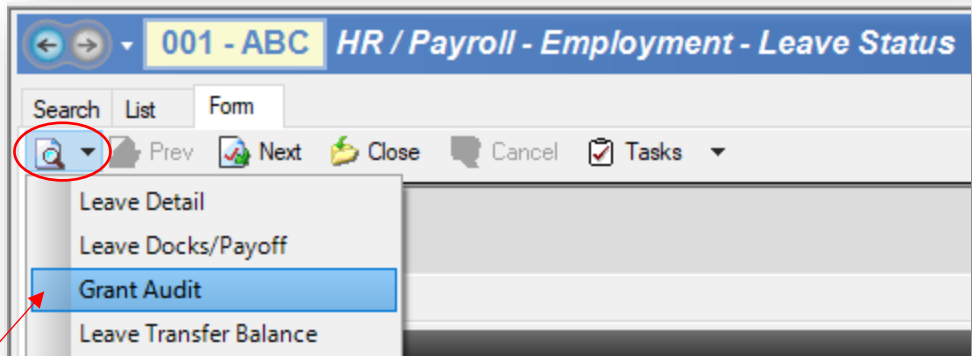
**Enter BCM+14 for the 15<sup>th</sup> Begin of Current Month**

| Status | Leave Ending | Payroll Docks | Allow Negative | Payroll Payoffs | Deferred Payoff | Granted | Loaded | Posted | Active |
|--------|--------------|---------------|----------------|-----------------|-----------------|---------|--------|--------|--------|
| Open   | 3/15/2022    |               |                |                 |                 |         |        |        | No     |
| Open   | 4/15/2022    |               |                |                 |                 |         |        |        | No     |
| Open   | 5/15/2022    |               |                |                 |                 |         |        |        | No     |
| Open   | 6/15/2022    |               |                |                 |                 |         |        |        | No     |

- **Open** current "Open" status record



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



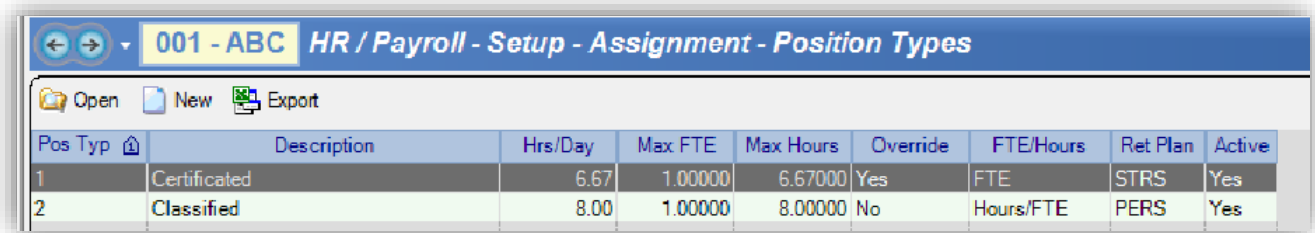
- **Go to snapshot** to review the Grant Audit to verify Leaves Granted as expected
- **Reopen Go to Tasks** to select Load Leaves
  - Click Yes to proceed
- **Reopen Go to Tasks** to select Post Leaves
  - Click Yes to Post

**Note: 2022 SPSS 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*



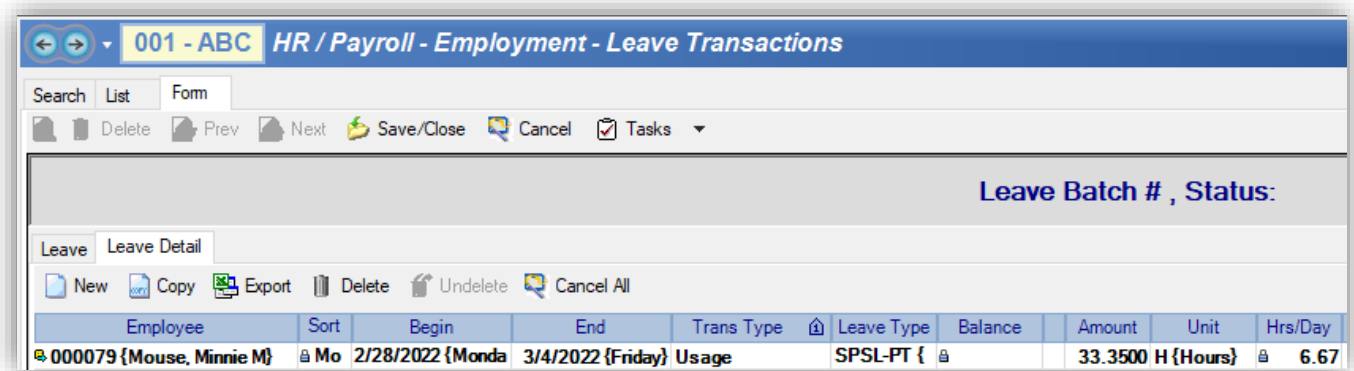
The screenshot shows a software window titled "001 - ABC HR / Payroll - Setup - Assignment - Position Types". It features a menu bar with "Open", "New", and "Export" options. Below the menu is a table with the following data:

| Pos Typ | Description  | Hrs/Day | Max FTE | Max Hours | Override | FTE/Hours | Ret Plan | Active |
|---------|--------------|---------|---------|-----------|----------|-----------|----------|--------|
| 1       | Certificated | 6.67    | 1.00000 | 6.67000   | Yes      | FTE       | STRS     | Yes    |
| 2       | Classified   | 8.00    | 1.00000 | 8.00000   | No       | Hours/FTE | PERS     | Yes    |

## Leave Transactions

Leave usage can be posted in Leave transactions activity.

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



The screenshot shows a software window titled "001 - ABC HR / Payroll - Employment - Leave Transactions". It includes a menu bar with "Search", "List", and "Form" options, and a toolbar with "Delete", "Prev", "Next", "Save/Close", "Cancel", and "Tasks". Below the toolbar is a section labeled "Leave Batch # , Status:". Underneath, there are tabs for "Leave" and "Leave Detail". A menu bar for this section includes "New", "Copy", "Export", "Delete", "Undelete", and "Cancel All". The main area contains a table with the following data:

| Employee                 | Sort | Begin            | End               | Trans Type | Leave Type | Balance | Amount            | Unit | Hrs/Day |
|--------------------------|------|------------------|-------------------|------------|------------|---------|-------------------|------|---------|
| 000079 {Mouse, Minnie M} | Mo   | 2/28/2022 {Monda | 3/4/2022 {Friday} | Usage      | SPSL-PT {  |         | 33.3500 H {Hours} |      | 6.67    |

**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.