

Supervisor Notes:

If you are not feeling well and have any symptoms we discussed earlier, you may have COVID-19.

Do not come to work, call in sick.

Stay home and follow your medical provider instructions.

You are encouraged to get tested for COVID-19. (Provide resources for testing in your community and/or your company)

The company will investigate any workplace exposure and will provide testing resources. (Provide company specific process)

4. COVID-19 Supplemental Paid Sick Leave

**Effective Dates:
January 1, 2022 to
September 30, 2022**

2022 COVID-19 Supplemental Paid Sick Leave

Effective February 19, 2022



Covered employees in the public or private sectors who work for employers with 26 or more employees are entitled to up to 80 hours of 2022 COVID-19 related paid sick leave from January 1, 2022 through September 30, 2022, immediately upon an oral or written request to their employer, with up to 40 of those hours available only when an employee or family member tests positive for COVID-19.

A full-time covered employee may take up to 40 hours of leave if the employee is unable to work or telework for any of the following reasons:

- **Vaccine-Related:** The covered employee is attending a vaccine or booster appointment for themselves or a family member* or cannot work or telework because they have vaccine--related symptoms or are caring for a family member with vaccine-related symptoms. An employer may limit an employee to 24 hours or 3 days of leave for each vaccination or booster appointment and any consequent side effects, unless a health care provider verifies that more recovery time is needed.
- **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- **Caring for a Family Member*:** The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

Supervisor Notes:

As a company with more than 25 workers, you have the right of up to 80 hours of paid sick leave for reasons related to COVID-19.

This leave can be used for your own illness or exposure, for vaccination and recovery, or for family care and school/child-care closures due to COVID-19.

If you already took leave for COVID-19 in 2022 but were not paid, you can ask **(HR department)** to pay you for the time you had to take off work, up to 80 hours. This leave is available until September 30, 2022.

If you have taken your 80 hours of leave but need more time, you can use three days of protected paid sick leave a year. You can use this leave if you are sick or for medical appointments. You can also use it to take care of a family member. This leave is available if you have worked for at least 90 days with the company. Ask **(name of company representative)** for time off if you are sick. You can ask to use your paid sick leave verbally or in writing.

4. Other Paid Leave Benefits Available

