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
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