



HUMAN RESOURCE SERVICES
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Jorge A. Aguilar, *Superintendent*
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SUBJECT: 2021 COVID-19 Supplemental Paid Sick (Effective March 29, 2021) **HR #23**

TO: All Employees

DATE: May 7, 2021

PREPARED BY: Clarissa Ramirez,
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DEPARTMENT: Human Resource Services

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This memorandum provides information on the 2021 COVID-19 Supplemental Paid Sick (Effective March 29, 2021) and applies to all District Classified, Certificated, and Management employees.

<https://www.scusd.edu/supplementalpaid sickleave>

Covered employees in public or private sectors who work for employers with more than 25 employees are **entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021**, immediately upon an oral or written request to their employer. If an employee took leave for the reasons listed below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

A covered employee may take leave if the employee is unable to work or telework for any of the following reasons:

1. **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local 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.
2. **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 provided to quarantine due to COVID-19.
3. **Vaccine-Related:** The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.
4. **Caring for a Child Whose School or Place of Care is Closed or Unavailable:** due to COVID-19 on the premises.

For employees who reported a COVID-19 related sick leave prior to March 29, 2021, the District will adjust sick leave balances on the employee's May 2021 pay warrant. If an employee needs to amend any sick leave hours previously taken that was for a COVID-19 related reason to now reflect that COVID-19 related reason, the employee should submit an amended Form-12 to their Administrator.

For New COVID-19 related sick leave absences, employees are required to report their absences accordingly with their site.

For Questions Related to COVID-19 Sick Leave Supplemental Pay, please email or contact the Lead Payroll Technician at 916-643-9400 or visit: <https://www.scusd.edu/staff-contact-pod/employee-compensation-benefits-teams>.

To Amend, Extend, or Request a New Leave of Absence, please email Leaves@scusd.edu or call the Leaves Line at 916-643-7450 or visit: <https://www.scusd.edu/leave-absence>.