



out of
office

ALL ABOUT LEAVES

LEAVES DURING COVID-19

DISCLAIMER/ HOUSEKEEPING

The COVID-19 pandemic is an ongoing, rapidly developing situation. GCCCD's resources are provided with the intent of being accurate as of today's date with the understanding that our situation continues to be ever-changing. New information and guidance will be provided as it becomes available.

This webinar may prompt questions from the viewing audience. However, given the time constraints of our presentation, time constraints do not allow us to answer the questions during the session. We will make efforts to provide answers to these questions during subsequent webinars, alerts, or individual emails.

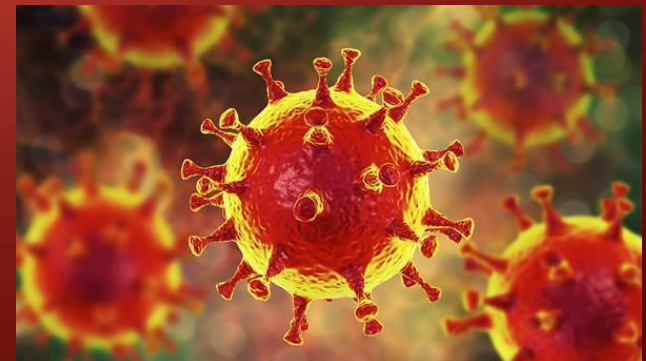
MEET THE HOST



- Lorena Carpenter
- 619-644-7634
- Lorena.carpenter@gcccd.edu
- Human Resources Specialist
- Works on Leaves, Worker's Compensation, Ergonomics Assessments, and Driver Data information.

SB-95 SUPPLEMENTAL PAID SICK LEAVE (SPSL)

- This leave runs from January 1, 2021 through September 30, 2021.
- If you used time off for a COVID-19 qualifying reason prior to knowing about this leave, your time-off can be corrected retroactive to January 1, 2021.
- You get 80 hours total leave time allotted (or prorated amount for part-time employees) for COVID-19 SPSL qualifying reasons. This balance is separate from your own time off accruals.
- SB-95 is paid at 100% your regular rate of pay.



SB-95 SUPPLEMENTAL PAID SICK LEAVE (SPSL)... CONTINUED

- Qualifying reasons for SB-95 Supplemental Paid Sick Leave:
 1. The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guideline of the state Department of Public Health, the federal Centers for Disease Control and Prevention (CDC), or a local health officer with jurisdiction over the workplace.
 2. The employee has been advised by a health-care provider to self-quarantine due to concerns related to COVID-19.
 3. The employee is attending an appointment to receive a vaccine for protection against COVID-19.
 4. The employee is experiencing symptoms related to a COVID-19 vaccine that prevents him or her from being able to work or tele-work.
 5. The employee is experiencing symptoms related to COVID-19 and is seeking medical diagnosis.
 6. The employee is caring for a family member who is subject to a quarantine or isolation order or has been advised to self-quarantine.
 7. The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

SB-95 SPSL QUALIFYING REASON #7 – “ON THE PREMISES” EXPLAINED

- The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.
- What does that mean?
 - Your child was at school or place of care and positive COVID-19 cases in child’s school/place of care caused them to close down.
 - If your child is in a cohort situation at school/place of care, the school/place of care will notify you if your child is not able to attend in-person due to covid-19 on the premises.
 - This can apply to individual caregivers (Baby sitters, Au pairs, family members) who regularly care for your child, if the individual who cares for your child tested positive for covid-19 or has been told to quarantine/isolate and they cannot care for your child due to Covid-19.
- What if my child is distance learning; can I use SB-95 to care for them at home?
 - Answer: No, SB-95 cannot be used for distance learning or summer child care issues. It can only be used for closure of the child’s school for reasons related to COVID-19 (positive cases on school grounds).

DEFINITION OF FAMILY MEMBER/CHILD UNDER SB-95

- Under Senate Bill 95, Family Member is defined as any of the following:
 - A Child, which for the purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of child is applicable regardless of age or dependency.
 - A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employees spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - A spouse
 - A registered domestic partner
 - A grandparent
 - A grandchild
 - A sibling



HOW TO REQUEST SB-95 SPSL

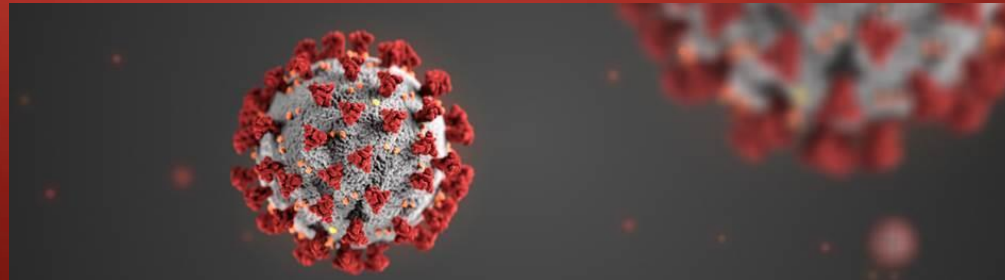
- Written or verbal requests need to be made to Lorena Carpenter in Human Resources.
- In your communication, you should state the qualifying reason for the leave and the date and hours used
- You cannot request the time through Workday.

FAQ'S ABOUT SB-95 SPSL

- I am a non-contracted employee (i.e. Student Worker, N.A.N.C.E, substitute, Interim, etc.), am I eligible for SB-95?
 - Yes! Any employee who works for GCCCD and gets paid through GCCCD is eligible for SB-95 even if their allotment hours are pro-rated for typical weekly hours worked.
- I tried entering in “COVID-19 Compensatory Time” into Workday and it didn't let me do it, what do I do now?
 - Answer: No one should be using COVID-19 Compensatory time in Workday for SB-95 qualifying time off. COVID-19 Comp time is a different type of time accrued by individuals who worked on campus in the early days of the pandemic. To request SB-95 SPSL reach out to Lorena Carpenter, HR Specialist.
- What if someone uses their 80 hour allotment, will there be an extension for more hours?
 - Answer: As of right now, there will not be an extension. The plan runs through September 30, 2021. It will depend on the state government deciding whether there will be an extension or a new bucket of hours in the future.
- I need to be off work for longer than two weeks due to COVID-19 related reasons, what do I do?
 - Please reach out to Lorena Carpenter or Cheryl Detwiler in HR to discuss your unique case. Depending on your reason for leave, you may be eligible for other leaves such as FMLA/CFRA* or Paid Sick Leave.
 - *FMLA/CFRA is Family Medical Leave for serious injury or illness of self or family member. There are eligibility requirements for these leaves. Allotments are 480 hours (or pro-rated) per rolling 12 month period.

CALIFORNIA PAID SICK LEAVE

- CA Paid Sick Leave is your regular sick leave that you have accumulated.
- Sick leave may be used if you do not qualify for another type of paid leave for COVID-19.
- You can use Sick Leave when civil authorities recommend quarantine, isolation or stay-at-home.
- Sick leave is paid at your regular rate of pay.



FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

- This leaves plan is no longer in use.
- Plan ran April 1, 2020 – December 31, 2020.
- The plan was voluntarily extended to March 31, 2021 for employees who were continuing a leave from 2020 under this plan.

WORKER'S COMPENSATION

- If you were infected with COVID-19 at work, you may be eligible for Worker's Compensation benefits.
- If you are working from home, you are not eligible for Worker's Compensation in relation to COVID-19; you must be reporting on-site.
- Please reach out to Lorena Carpenter for more information about your particular case.



CHILD CARE ISSUES AND FLEXIBLE WORK SCHEDULES

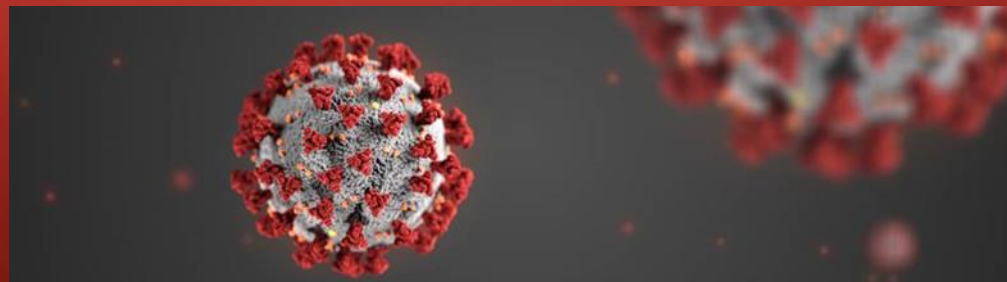
- At this time the only leave that allows for any child care issues is SB-95 under reasons number 6 and 7 (see slide 4).
 - Remember, this is only up to 80 hours of leave and only for reasons of a family member being sick related to covid-19 or school or child care being closed for reasons of covid-19 on the premises (positive cases on-site).
- Please call Human Resources at 619-644-7572 to discuss your particular options related to child care needs.
- If you have questions about flexible work schedules, please contact your supervisor. Your supervisor will work in consultation with the President, Vice President, or Vice Chancellor to determine if the request meets the needs of the department.

ASSISTANCE WITH LEAVES, ACCOMMODATIONS, AND SCHEDULING

- If there are inquiries about leave options or accommodations, please include Human Resources in your conversations so we can help discuss all options.
- Flexibility during this time is important! Supervisors and Managers will work with their employees on flexible work schedules, if allowed. Human Resources will assist with any leave or accommodation needs, if applicable.
- What if you have an employee who is anxious to return to work, but has no medical or child care restrictions that would prevent them from returning?
 - Please refer to our intranet under Human Resources > COVID 19 Resources > Repopulation Resources for answers to questions like this and other helpful links.
 - <https://intranet.gcccd.edu/human-resources/covid-19-resources.html>
 - [What if My Employee is Anxious to Return](#)

HUMAN RESOURCES WEBINARS CONTINUE

- Personal Well-being during COVID-19 Webinar hosted by Jennine Smith
 - June 4, 2021 at 9:30 AM
 - Registration Link:
 - <https://cccconfer.zoom.us/meeting/register/tJwud-2orDojHtLIQfQ4miAbTKDPw736eZlr>



THANK YOU

For questions or comments, please contact:

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