



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A Date: March 9, 2022
From: Debora Boutté, Departmental Human Resources Officer II
Subject: Historical Request Process for 2022 COVID-19 Supplemental Paid Sick Leave SB 114

Per Senate Bill 114, employees have the option to use 2022 COVID-19 Supplemental Paid Sick Leave retroactively to January 1, 2022. Follow the instructions in the table below in order to request use of the SB 114 pay codes retroactively. The same process will be followed for Ecotime users and Clouds users.

Table with 3 columns: Time Period, Description, Instructions. Row 1: 1/1/2022 to 2/19/2022, If an employee took leave between this time period for a qualifying reason that was either unpaid or accruals were used, 1. Complete the Request Form. Click here to download and complete the fillable request form. See Attachment A for an example. 2. Submit the form using Personnel Track-It. See Attachment B for Track-It instructions.

For retroactive use, employees will not be required to submit proof to utilize COVID Leave for reasons detailed under: Bank 1; or bank 2 where the employee previously communicated to the County that the reason for the leave was due to the employee or employee’s family member testing positive for COVID-19.

Employees Already Out on a Leave of Absence (LOA)

Per CA Labor Code 248.2 (a) (3), the definition of a “covered employee” is “an employee who is unable to work or telework for an employer because of a reason listed”. This definition implies that the employee was already working in some capacity. It’s reasonable to conclude that an employee who is on a long-term leave of absence is not able to “work or telework” and would not be covered by this law until they return from leave.

For your reference, allowable COVID-19 Supplemental Leave Reasons are outlined below as indicated in SB 114.

Leave Bank 1 may be used when an employee is unable to work or telework due to following circumstances, as indicated in SB114.

(A) The covered employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidance of the State Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer who has jurisdiction over the workplace. If the covered employee

is subject to more than one of the foregoing, the covered employee shall be permitted to use COVID-19 supplemental paid sick leave for the minimum quarantine or isolation period under the order or guidance that provides for the longest such minimum period.

(B) The covered employee has been advised by a health care provider to isolate or quarantine due to COVID-19.

(C) The covered employee is attending an appointment for themselves or a family member to receive a vaccine or a vaccine booster for protection against COVID-19, subject to the limitation in clause (ii) of subparagraph (D).

(D) (i) The covered employee is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster that prevent the employee from being able to work or telework.

(ii) For each vaccination or vaccine booster, an employer may limit the total COVID-19 supplemental paid sick leave to 3 days or 24 hours unless the employee provides verification from a health care provider that the covered employee or their family member is continuing to experience symptoms related to a COVID-19 vaccine or vaccine booster. The 3-day or 24-hour limitation applied to each vaccine or vaccine booster includes the time used under subparagraph (C) to get the vaccine or vaccine booster.

(E) The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

(F) The covered employee is caring for a family member who is subject to an order or guidance described in subparagraph (A) or who has been advised to isolate or quarantine, as described in subparagraph (B).

(G) The covered employee is caring for a child, as defined in subdivision (c) of Section 245.5, whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

The above language is directly from SB114, both (F) and (G) refer to subdivision (c) of Section 245.5 – below is how family member and child are defined from Labor Code 245.5,

(c) “Family member” means any of the following:

(1) A child, which for 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 a child is applicable regardless of age or dependency status.

(2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

(3) A spouse.

(4) A registered domestic partner.

(5) A grandparent.

(6) A grandchild.

(7) A sibling.

Leave Bank 2 may be used when an employee is unable to work or telework due to following circumstances, as indicated in SB114.

(A) The covered employee tests positive for COVID-19

(B) The covered employee is caring for a family member who tests positive for COVID-19

Questions?

For questions relating to this memo, create a ticket in [Track-It](#). Select the “Payroll” Transaction Type, then “Historical COVID-19 Leave Request”.

Employment and Human Services Department

2022 Historical Request for COVID-19 Supplemental Paid Sick Leave (SB114)



Instructions: Complete Sections A and B below. Submit completed request form to the Payroll Team for processing through [Personnel Track-It](#).

PLEASE NOTE: For retroactive use, employees will not be required to submit proof to utilize COVID Leave for reasons detailed under: Bank 1; or bank 2 where the employee previously communicated to the County that the reason for the leave was due to the employee or employee's family member testing positive for COVID-19.

1. In Track-It, click "Create New Ticket"
2. Select "Common Requests" (green button on upper right-hand corner)
3. Select "Payroll: Historical COVID-19 Leave Request" and click "OK"
4. Attach completed 2022 Historical Request for COVID-19 Supplemental Paid Sick Leave form
5. Click "Submit Ticket" button

Section A. Employee Information	
Employee Name:	
Employee Number:	Date Submitted:

Section B. Historical Requests		
Leave Bank	SB114 Pay Codes	SB114 Pay Code Descriptions
Bank 1	SP1-A	Subject to Quarantine
	SP1-B	Advised to Self-Quarantine
	SP1-C	C19 Vaccine Appointment
	SP1-D	C19 Vaccine Symptoms
	SP1-E	COVID 19 Symptoms
	SP1-F	COVID 19 Family Care
	SP1-G	School-Child Care Outbreak
Bank 2	SP2-A	Employee COVID
	SP2-B	Family COVID

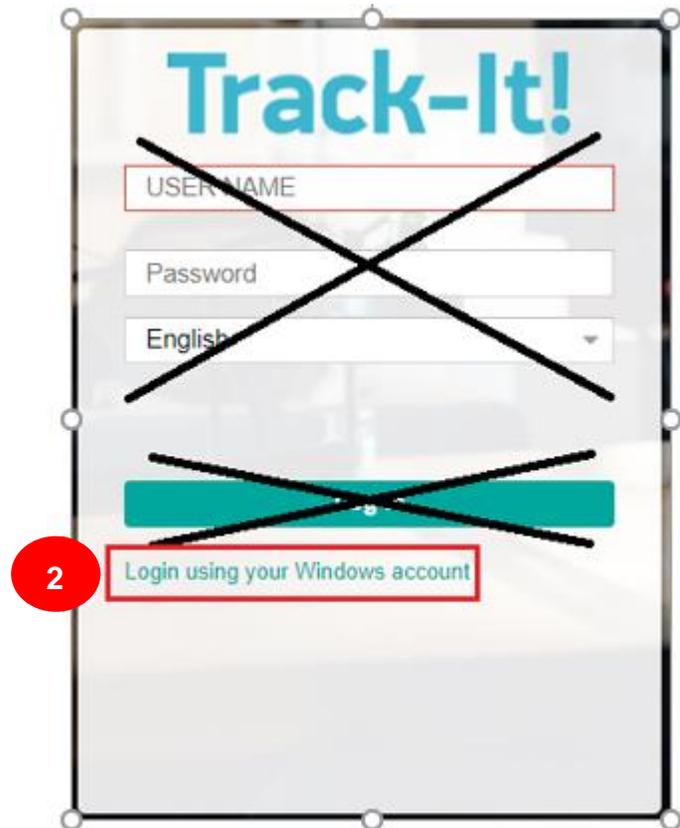
Use the table below to enter the SB114 pay code, date and hours for SB114 circumstance.

SB114 Pay Code	Date(s)	Hours

Payroll Use Only			
Initials:	Date Completed:	<input type="checkbox"/> Ecotime Updated	<input type="checkbox"/> Kronos Updated
		<input type="checkbox"/> Clouds Updated	

ATTACHMENT B: Creating a Track-IT Ticket for Historical COVID-19 Requests

1. Click this link to log into Track-It:
<http://ehsdrkithr/TrackIt/SelfService/Account/LogIn>.
2. IMPORTANT: Leave the Username and Password Fields Blank. Only click **Login using your Windows Account**.
3. From the Home screen, click **Create New Ticket**.



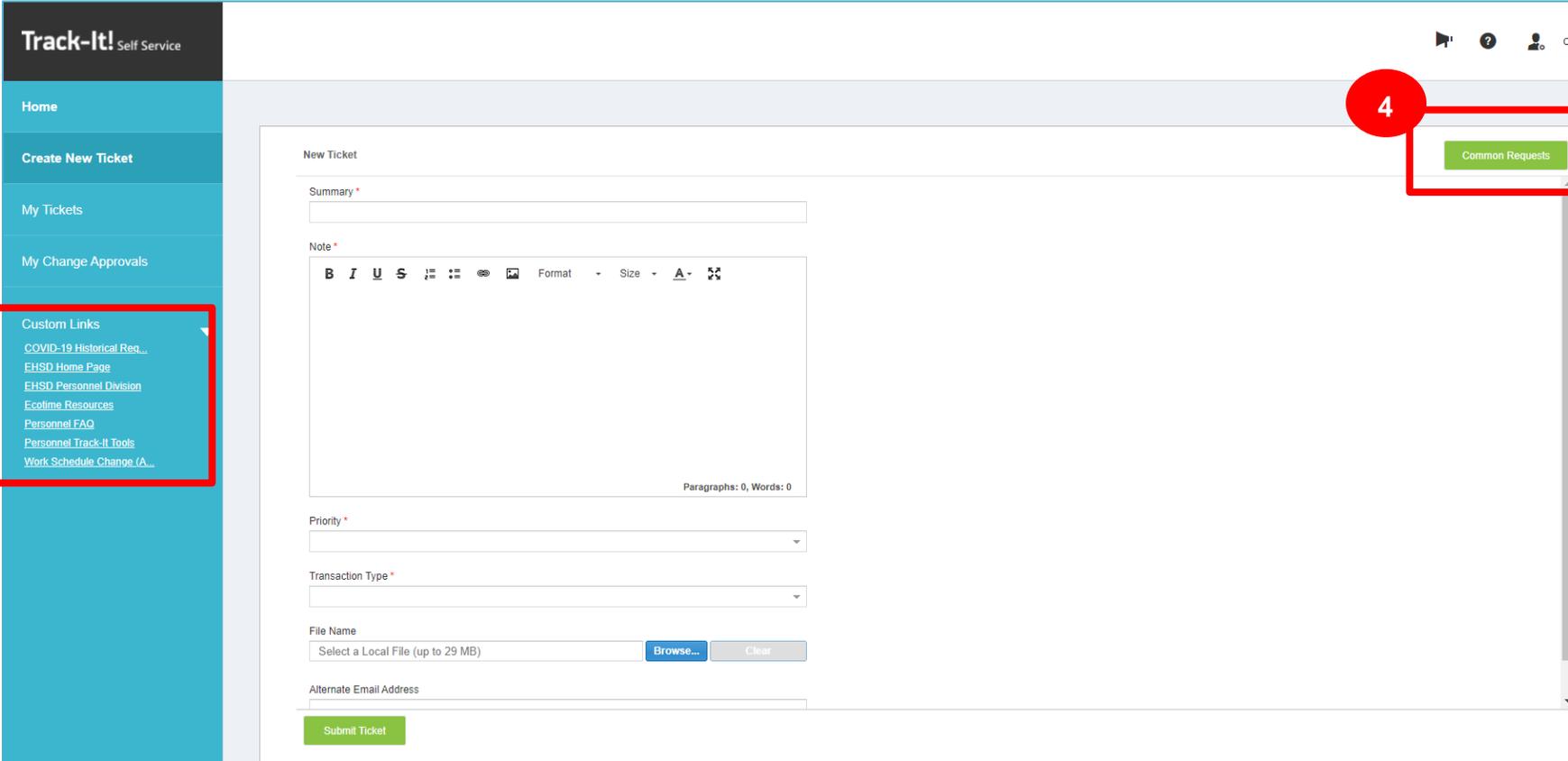
ATTACHMENT B: Creating a Track-IT Ticket for Historical COVID-19 Requests

4. Select the **Common Requests** button



A pop up window will then be displayed with list of options.

*NOTE: For your convenience, you may download the Request Form from the **Custom Links** section.



The screenshot displays the Track-It! Self Service interface. On the left, a navigation menu includes 'Home', 'Create New Ticket', 'My Tickets', 'My Change Approvals', and 'Custom Links'. The 'Custom Links' section is highlighted with a red box and a red asterisk, containing links for 'COVID-19 Historical Ren...', 'EHSD Home Page', 'EHSD Personnel Division', 'Ecolime Resources', 'Personnel FAQ', 'Personnel Track-It Tools', and 'Work Schedule Change (A...'. The main content area shows the 'New Ticket' form with fields for 'Summary', 'Note' (with a rich text editor), 'Priority', 'Transaction Type', 'File Name', and 'Alternate Email Address'. A 'Submit Ticket' button is at the bottom. A red box and the number '4' highlight the 'Common Requests' button in the top right corner of the form area.

ATTACHMENT B: Creating a Track-IT Ticket for Historical COVID-19 Requests

5. Click **Historical COVID-19 Leave Request**

6. Click **OK**

Select From Common Requests

Name	Summary
Payroll: Work Schedule Change	
Payroll: General Payroll Questions: Accruals	
Ecotime: Delegation	Ecotime: Delegation
Ecotime: Password Reset	
Ecotime: Login Request	
Recruitment: Selection Packets	
Employee Separations: Resignations	
Employee Separations: Temporary/Contractor/Intern	
Personnel Transactions: File a Complaint	
Personnel Transactions: Employee TU (Start/End) Questions	
Personnel Transactions: Training Requests	
Historical COVID-19 Leave Request	Historical COVID-19 Leave Request

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OK Cancel

ATTACHMENT B: Creating a Track-IT Ticket for Historical COVID-19 Requests

7. The ticket will auto populate the mandatory Summary, Priority and Transaction Type fields. Type a message in the **Note** field.
8. From the **File Name** field, click the **Browse** button and attach you completed request form.

New Ticket

Summary *

Historical COVID-19 Leave Request

Note *

B **I** **U** **S** **☰** **☰** **📧** **🖼️** Format Size **A** **🔗**

Paragraphs: 0, Words: 0

Priority *

1 - High

Transaction Type *

Historical COVID-19 Leave Request

File Name

Select a Local File (up to 29 MB) **Browse...** Clear

Alternate Email Address

Submit Ticket

File Name

C:\fakepath\2022 Historical Request Form for COVID-19 Supple **Browse...** Clear

ATTACHMENT B: Creating a Track-IT Ticket for Historical COVID-19 Requests

9. Review all fields for accuracy. Click the **Submit Ticket** button.

The screenshot shows the 'New Ticket' form in a web application. On the left is a teal sidebar with navigation options: 'Create New Ticket', 'My Tickets', 'My Change Approvals', and 'Custom Links'. The 'Custom Links' section includes links for 'COVID-19 Historical Req...', 'EHSD Home Page', 'EHSD Personnel Division', 'Ecolime Resources', 'Personnel FAQ', 'Personnel Track-IT Tools', and 'Work Schedule Change (A...'. The main form area is titled 'New Ticket' and contains the following fields:

- Summary ***: A text input field containing 'Historical COVID-19 Leave Request'.
- Note ***: A rich text editor with a toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, format, size, font color, background color) and a text area containing 'Please see attached.' Below the text area, it says 'Paragraphs: 1, Words: 3'.
- Priority ***: A dropdown menu set to '1 - High'.
- Transaction Type ***: A dropdown menu set to 'Historical COVID-19 Leave Request'.
- File Name**: A text input field containing 'C:\fakepath\2022 Historical Request Form for COVID-19 Supple', with 'Browse...' and 'Clear' buttons.
- Alternate Email Address**: A text input field.

A red circle with the number '9' is positioned over the 'Submit Ticket' button, which is also enclosed in a red rectangular box.