

California State University, Long Beach Research Foundation

Memorandum

2021 COVID-19 Supplemental Paid Sick Leave

April 7, 2021

Code: HR-21-03

To: Research Foundation Part-Time Employees

From: Stephanie Moreno  
Director of Human Resources

Subject: 2021 COVID-19 Supplemental Paid Sick Leave

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Hello –

You may have heard that Governor Newsom recently signed SB 95 which requires that we make available Supplemental Paid Sick Leave for full-time or part-time employees who cannot work or telework due to certain qualifying conditions related to COVID-19. The attached notice from the CA Department of Industrial Relations explains the qualifying conditions and limitations, the number of hours an employee may qualify for as well as the rate of pay used.

How will this new requirement apply to part-time, variable Research Foundation employees (those working less than full-time with or without fluctuating schedules)? The new requirement became effective on March 29, 2021, and will remain in effect until September 30, 2021. Further, the new requirement is retroactive to January 1, 2021. If you had a qualifying event between January 1, 2021 and March 29, 2021 and believe that you may be eligible for Supplemental Paid Sick Leave, please contact one of our Payroll representatives listed below so that we can make the appropriate adjustments. As a part-time variable employee, you will notice in the upcoming weeks a category titled **“VARIABLE COVID SICK”** added to the “time off balances” section of the paystub. Employees working under 100% capacity (part-time, students, temp, faculty overload, etc.), will be credited an initial balance based upon the average hours worked within the previous 6 months. Due to the variable hours being earned, this balance will be recalculated at the time of the payment request for accuracy, per state guidelines.

Going forward, to request use of this time, please record the COVID related hours on a separate line on your Research Foundation timecard and select **COVID Sick Pay “CSP”** from the drop down menu as the pay code for the type of hours to be paid on that line. Please remember to submit your timecard(s) in a timely manner according the Research Foundation Pay Schedule found on our website under the Payroll tab at - <https://www.csulb.edu/research-foundation/forms>. If you would like your available balance at the time of your request or have questions pertaining to using/requesting these hours, please contact the CSULB Research Foundation Payroll Department and they will assist you.

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave will not be tolerated.

**RESEARCH FOUNDATION PAYROLL DEPARTMENT CONTACTS -**

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# 2021 COVID-19 Supplemental Paid Sick Leave

Effective March 29, 2021

Covered Employees in the 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 to September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons 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:

- **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.
- **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.
- **Vaccine-Related:** The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

## **Paid Leave for Covered Employees**

- 80 hours for those considered full-time employees. Full-time firefighters may be entitled to more than 80 hours, caps below apply.
  - For part-time employees with a regular weekly schedule, the number of hours the employee is normally scheduled to work over two weeks.
  - For part-time employees with variable schedules, 14 times the average number of hours worked per day over the past 6 months.
- Rate of Pay for COVID-19 Supplemental Paid Sick Leave: Non-exempt employees must be paid the highest of the following for each hour of leave:
  - Regular rate of pay for the workweek in which leave is taken
  - State minimum wage
  - Local minimum wage
  - Average hourly pay for preceding 90 days (not including overtime pay)

Exempt employees must be paid the same rate of pay as wages calculated for other paid leave time.

**Not to exceed \$511 per day and \$5,110 in total for 2021 COVID-19 Supplemental Paid Sick leave.**

**Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited.** A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities or by calling 1-833-536-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.



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