



Leaves and Salary Continuation Resources

As of December 31, 2022 all paid COVID related leaves have expired.

Below provides a summary of the current COVID-19 related paid leave programs available to employees. Employees continuing to need time off for COVID-19 related issues, should contact their campus Human Resources Office. Employees may also be eligible to use sick leave and/or vacation balances or request an unpaid leave of absence.

COVID-19 Supplemental Paid Sick Leave (SPSL) Effective January 1 – December 31, 2022

The paid leave provisions in SPSL comply with and enhance the requirements prescribed in SB 114.

Most employees, including exempt and non-exempt, are eligible for SPSL. Retired annuitants are only eligible for benefits related to Senate Bill (SB) 114. Student assistants who are utilizing Federal Work Study are prohibited from receiving paid leave (any fringe benefit) of any kind otherwise they risk losing their work study status, thus resulting in them being ineligible for

SPSL.

The number of hours available for employees who work less than full-time shall be prorated according to their full-time equivalency, or the percent of the appointment (hours normally scheduled to work). There is no waiting period to become eligible for this leave, and new employees hired after the effective date are considered eligible upon hire. Personal leave credits used by employees for SPSL qualifying reasons after the effective date of this program and before the issuance of campus communications shall have their leave restored upon written or oral request by the employee.

Up to **40 hours** (5 days) of SPSL can be used for the following reasons when employees are unable to work on site or telework:

- Employee is subject to quarantine or isolation related to COVID-19, as defined by the State Department of Public Health, Centers for Disease Control and Prevention, or a local health officer who has jurisdiction over the workplace; or
- Employee is advised by a health care provider to isolate or quarantine due to concerns related to COVID-19; or
- Employee is attending an appointment for themselves or a family member to receive a COVID-19 vaccine or a vaccine booster (Limitations on use of hours apply.); or
- Employee is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster that prevents the employee from being able to work (Limitations on use of hours apply.); or
- Employee is experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Employee is caring for a family member who is subject to a quarantine or isolation order or guideline or who has been advised to isolate or quarantine by a health care provider due to concerns related to COVID-19; or
- 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.

Up to **40 hours (5 days)** of additional SPSL can be used **only** for the following reason when employees are unable to work on site or telework:

- Employee, or a family member that is under their care, tests positive for COVID-19.