From: Time-labor on behalf of time-labor@mailman.sandi.net
To: Time-Labor Group
Subject: [Time-labor] COVID leave agreements - October 2021
Date: Friday, December 17, 2021 3:55:29 PM
Attachments: ATT00001.txt

Good afternoon timekeepers! Please read below

New COVID Leave Agreements – Effective October 1, 2021

Beginning October 1st, 2021 and effective through the rest of the 21-22 school year, all SDUSD employees have access to paid COVID leave without having to utilize any accrued personal leave. This leave only applies to employees required to quarantine as the result of a positive COVID-19 test, as the result of close contact exposure as determined by District or County contact tracing, or if experiencing side effects related to receiving a COVID-19 vaccine. Up to 5 days of leave will be available for those experiencing side effects due to the mandatory COVID-19 vaccine, and up to 2 days in the rare circumstance an employee is experiencing side effects due to the optional COVID-19 booster vaccine.

Documentation of a positive test result, District or County notification of close contact exposure, or proof of vaccination is required and must be submitted along with the leave requests in order to access this leave. Staff can use the link provided below to access this new leave request form. The required supporting documentation must be submitted along with the leave request. New COVID Leave Request Form

Time Reporting Codes (TRC)

The same Time Reporting Codes used for the prior COVID sick leave (which expired on Sept. 30th, 2021) will also be used to report this new full pay COVID leave, which was effective starting on October 1, 2021 and will remain effective through June 30, 2022.

19CSV - COVID Sick Leave CERT (Certificated)
19LSV - COVID Sick Leave CLASS (Classified)

Resident Visiting Teacher Time

Beginning on Aug 30th, SDUSD began assigning Resident Visiting Teachers to school sites and agreed to pay a premium rate for these VTs to show up each day at their assigned site. Job assignments were created in order to identify the VTs who agreed this new type of arrangement. Until such time as the automated SAMS interface can be modified to manage this time automatically, it is important that timekeepers continue to move this VT time to their Resident VT job record, and then erase the HCM Combo Code that may have been set by the SAMS interface. These Resident VT rows should not have an HCM Combo Code specified on the timesheet.