From: Time-labor on behalf of time-labor@mailman.sandi.net
To: Time-Labor Group
Subject: [Time-labor] COVID Leave - Circular 58 information
Date: Wednesday, April 13, 2022 7:15:22 AM
Attachments: ATT00001.txt

Hello Timekeepers!
Circular #58 was recently posted to the district website which highlights the types of COVID sick leave that are available to employees.
Please take the time to review the document and become familiar with its content. The link to the circular is below.
There are two types of COVID leave that can be utilized by SDUSD staff.
Please note that **ALL** hourly employees and Visiting Teachers are eligible to access the first category of sick leave, "SPSL" (CA Senate Bill 114).
Visiting teachers are also eligible for the "Bargained COVID sick leave", this does not include other hourly employees.

Link to March 22 Circular: 2022 COVID-19 SUPPLEMENTAL PAID SICK LEAVE (SPSL)

Link to Current COVID Leave Form: COVID Leave Request Form (Rev. Feb 25 2022)

Below are the Time Reporting Codes (TRC) to use when reporting absences on the timesheet. These codes are also referenced in both the circular and on the COVID leave request form.

COVID Sick Leave - SPSL (CA Senate Bill 114)

TRC Code	Description
19C22	COVID Sick Leave SB114 CERT
19L22	COVID Sick Leave SB114 CLASS

COVID Leave - Bargained Agreement

TRC Code	Description
19CSV	COVID Sick Leave CERT
19LSV	COVID Sick Leave CLASS

Important!

COVID Time reporting codes used for leave reporting will not generate earnings when used alone. When COVID leave is reported for hourly and VT assignments, there must be an appropriate corresponding "paid TRC" (the TRC code which would have be reported if the employee were not absent) to generate earnings to the employee. This is very similar to the manner in which leave is reported during summer school. When absences are reported for hourly summer school assignments, they are reported with a corresponding CSI or LSI positive paid time code in order to generate earnings.

Here are a few examples of reporting COVID sick leave for Visiting Teachers and hourly employees.

Example 1: If a Resident Visiting Teacher was absent on Friday, April 8th due to caring for a

family member who is subject to quarantine (allowed under the SPSL: CA Senate Bill 114), 8 hours of **RVT** time would be reported for positive pay, and an additional row must be added to report 8 hours of absence using the **19C22** TRC code, which is the certificated TRC code used for the COVID leave under the CA Senate Bill 114 (Also referred to as SPSL in the circular).

Example 2: If an hourly Substitute Bus Driver was absent on Friday, April 8th due to experiencing COVID symptoms and seeking a medical diagnosis (Allowed under the SPSL: CA Senate Bill 114), 8 hours of **LHR** time would be reported for positive pay, and an additional row must be added to report 8 hours of absence using the **19L22** TRC code, which is the classified TRC code used for the COVID leave under the CA Senate Bill 114 (Also referred to as SPSL in the circular).

If you have questions on how to report time, please contact your Payroll Specialist. For questions regarding eligibility please contact your Human Resources Officer.