

**2021 COVID-19 SUPPLEMENTAL  
PAID SICK LEAVE (SPSL) UPDATE**



# REASONS FOR TAKING LEAVE

## **Caring for Yourself**

- The covered employee is subject to quarantine or isolation period or has been advised by healthcare provider to quarantine due to COVID-19

## **Caring for a Family Member**

- Caring for a family member who is subject to quarantine or isolation period or has been advised by healthcare provider to quarantine due to COVID-19

## **School or Childcare**

- Closed or unavailable due to COVID-19 on premises.

## **Vaccine Related**

- Attending appointment
- Experiencing side effects



# Leave Expiration

- Effective March 29, 2021 - 80 hours of SPSL became available for COVID-19 related reasons from January 1, 2021, through September 30, 2021
- The requirement to provide 2021 COVID-19 Supplemental Paid Sick Leave will end on **September 30, 2021**. If the law expires while a covered employee is taking this leave, the employee can finish taking the amount of 2021 COVID-19 Supplemental Paid Sick Leave they are entitled to receive.
- No additional time may be requested after September 30, 2021



# Available Leave Option

## **County of Ventura Natural Disaster Pay**

- Effective April 19, 2020 through the end of the declared COVID-19 emergency
- One time 40-hour allotment
- If absences from work/telework are more than (3) consecutive workdays, employee must complete of Leave of Absence Request form and the Natural Disaster Pay Form

# FMLA CALCULATION: ROLLING METHOD

An Administrative Perspective

## **“ROLLING” 12-MONTH PERIOD MEASURED BACKWARD**

12-month period measured backward from the date an employee uses any FMLA leave. Under the “rolling” 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

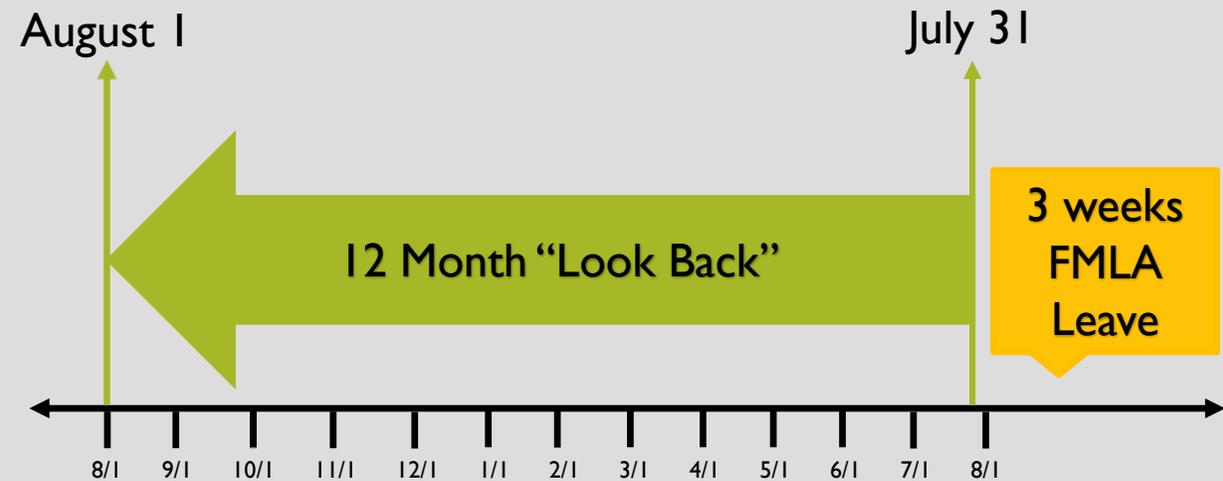
## EXAMPLE #1

An employee requests three weeks of FMLA leave to begin on July 31st.

We look back 12 months (from July 31st back to the previous August 1st) to see if any FMLA leave had been used.

The employee had not taken any previous FMLA leave.

The employee is entitled to three weeks for FMLA and has nine more weeks available.



## EXAMPLE #2

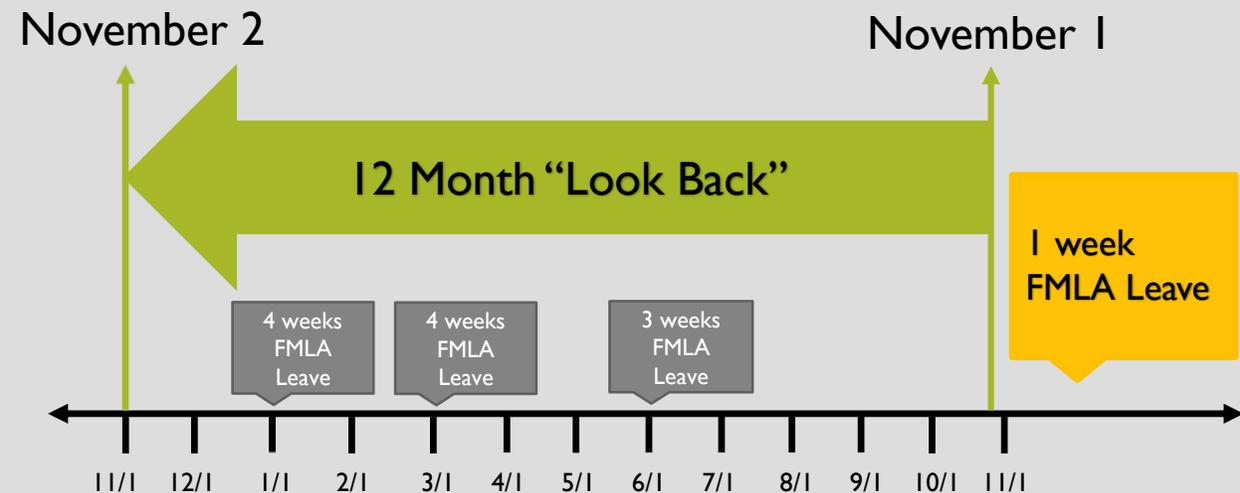
An employee requests two weeks of FMLA leave to begin on November 1st.

We look back 12 months (from November 1st back to the previous November 2nd)

We see that the employee had taken four weeks of FMLA leave beginning January 1st, four weeks beginning March 1st, and three weeks beginning June 1st.

The employee has taken 11 weeks of FMLA leave in the 12-month period and only has one week of FMLA-protected leave available.

After one week in November, the employee can next take FMLA leave beginning January 1st as the days of her previous January leave “roll off” the leave year.



## PROJECT ENVISAGE

- Recertification at the end of the year will no longer be applicable – Avoiding automatic resetting of FMLA
- Presagia will generate a Work List Item (WLI) once an employee gains FMLA or exhausts FMLA to easily transition cases
- Mandatory Training will be hosted in October. Details to follow

# GUIDE TO PRESAGIA

Vaccine Mandate LWOP

# COVID-19 VACCINATION REQUIREMENT

- On August 5, 2021, the California Department of Public Health (CDPH) issued a public health order requiring healthcare workers, who work in indoor settings where care is provided to patients or patients have access to for any purpose to have their first dose of a one-dose regimen series or their second dose of a two-dose regimen by September 30, 2021.

## **Non-compliant employees will receive LWOP letter 3 ways:**

- 1) Email from HR
- 2) Hand-delivered letter from manager
- 3) Letter mailed to home address

# ENTERING THE LEAVE IN PRESAGIA

## Request a Leave

Next Cancel

What is the reason for the leave?

Employee: Alaniz, Jesus

- Medical (Serious Health Condition, Treatment, or Appointments)
- Medical - Work Related (Illness or Injury, Treatment, or Appointments)
- Pregnancy (The Employee is Pregnant or Recovering From Pregnancy)
- Bonding/Adoption/Foster care
- Military exigency

Other reasons... 

- Medical (Serious Health Condition, Treatment, or Appointments)
- Medical - Work Related (Illness or Injury, Treatment, or Appointments)
- Pregnancy (The Employee is Pregnant or Recovering From Pregnancy)
- Bonding/Adoption/Foster care
- Military exigency

Other 

Other reasons...

Jury Duty

Public Health Emergency

Vaccination

4850

Emergency personnel duty

Military Rest and recuperation

Care of injured veteran

Bone Marrow Donor

Military Service

Military Training

Organ donor

Other

Wedding/Civil Union

Suicide

Citizenship

Initiate the leave and  
use the drop down to  
select “Other”

Reason details Employee: Alaniz, Jesus

Relationship \*  ▼

Extra information

COVID vaccination requirement

Military service

Victim of violence

Victim of crime



- The relationship will remain “Self”
- Add “COVID Vaccination Requirement” in the Extra Information section
- Expected Dates will be:
  - ❖ First day: 10/01/2021
  - ❖ Last day: 11/05/2021

Date and time request was received \*

First expected date of absence \*

Last expected date of absence \*

Intermittent leave

Use accrued paid time off

Relevant employment profile \*

Extra information [Insert template](#)

COVID vaccination requirement

First expected absence: 01-Oct-2021  
Last expected absence: 05-Nov-2021  
Add policy:

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Generate entitlement updates <input checked="" type="checkbox"/>					



- Use the drop down “Add policy” and select COV Investigative Leave

First expected absence: 01-Oct-2021  
Last expected absence: 05-Nov-2021  
Add policy:

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
COV Investigative Leave	Unlimited	01-Oct-2021	05-Nov-2021	Approved	<input checked="" type="checkbox"/>
Eligible: N/A Conditions met: N/A <a href="#">Show</a>					
Generate entitlement updates <input checked="" type="checkbox"/>					



- The policy will be added and automatically approved

**worklist items**

Subject	Worklist	Status	Due date	Action
<a href="#">Print and send: Initial Correspondence</a>	Print and send	<span style="background-color: yellow;">■</span> To do	29-Sep-2021	<a href="#">Launch</a>

- Cancel the worklist item that generated the Initial Correspondence
- Add the Public Health Order Letter that has been drafted for the employee
  - Click the (+) on the Correspondence tab
  - Under Mode, select a method
  - Under Status, select “Sent”
  - Correspondence title type, “CDPH Notice”
  - Use the Browse to upload the letter

▼ **Correspondence (6)** +

Title	Status	Mode of Correspondence	Date of Correspondence
Initial Correspondence	To be sent		28-Sep-2021 1:25 PM PDT
Initial Correspondence	Sent	Mailed	24-Sep-2021 3:58 PM PDT
Leave determination notice	Sent	Mailed	24-Sep-2021 3:48 PM PDT
Case related documentation	Received	Upload	24-Sep-2021 3:45 PM PDT
Initial Correspondence	Sent	Mailed	24-Sep-2021 3:35 PM PDT
Request Form	Received	E-mail	24-Sep-2021 3:29 PM PDT

▼ **Proposed/Approved leave (4)** +

Applicable policy	Status	Date period began	End date
County of Ventura Investigative Leave - COV Investigative Leave - Other (Self)	Approved	01-Oct-2021	05-Nov-2021

Case:

Correspondence date \*

Person \*  +

Mode \*

Status \*

Emailed to

Correspondence title \*

Uploaded by employee

Document location

Additional details