COVID-19 LEAVE GUIDE

Updated: September 30, 2021

This leave guide has been updated to reflect the expiration of the Supplemental Paid Sick Leave under SB95, which occurs on September 30, 2021.

If you become eligible to take this leave on or before September 30, 2021, you will be allowed to use the leave until it is exhausted or until such time that, you no longer meet the criteria for using it.

CHILD CARE LEAVES

1. My child was asked to stay home due to a school related COVID-19 potential exposure. What type of leave can I use?

   The County will allow you to use any of your available accruals to care for your child that has been asked by the school to stay home due to a potential exposure. However, you will only receive approval for those day(s) where the school is not offering you an alternative to end the leave early.

   As an example, if your school allows your child to return to school if he/she tests weekly for COVID-19, you will only be approved for the initial day(s) where he/she did not have the option to be physically in school. If you choose to have your child remain at your home for a longer period of time, you will be asked to make other childcare arrangements.

   Your department will request information from the school regarding the length of the leave and any alternatives to end the leave early.

   NOTE: Any time off granted for school exposures will count against your unpaid leave entitlement of 40 hours per school year for parental leave for school emergencies. Parental leave for school emergencies is capped at 8 hours in any given month.

COVID-19 RELATED LEAVES

2. I tested positive for COVID-19. What type of leave can I use?

   You may use any of your available accruals to cover your absence. In addition, should your leave exceed 15 calendar days, we ask that you submit a leave of absence request form. Once you submit your form, Human Resources & Risk Management will provide you important information regarding FMLA/CFRA.

3. I’ve been advised to self-quarantine or isolate due to COVID-19. What type of leave can I use?

   It is the County’s policy that you remain off the workplace if you are under a self-quarantine
notice. You may use any of your available accruals to cover your absence.

As a reminder, current CDC guidance does not require vaccinated employees (asymptomatic) to self-quarantine due to a COVID-19 close contact. We therefore encourage all employees to be vaccinated to reduce the need to quarantine.

4. What if the self-quarantine is due to a potential exposure at work? What type of leave can I use?

It is the County’s policy that if you are exposed at work (as determined by Public Health), you must first use up to 72 hours of sick leave before the County begins to pay you for the absence. You may elect to use other types of accruals during this leave, but you must elect to do so in writing to your department.

As a reminder, only unvaccinated/not fully vaccinated employees or vaccinated employees with symptoms would be required to remain off the worksite if deemed as a potential exposure. Employees who are fully vaccinated and do not have symptoms, will not be required to quarantine.

We therefore encourage all employees to be vaccinated to reduce the need to quarantine.

5. I decided to take a COVID-19 test. What type of leave can I use?

It is the County’s policy that employees that are seeking a COVID-19 diagnosis remain off the worksite pending their results. You may use any of your available accruals when seeking a diagnosis.

6. What type of leave can I take to care for a family member that is subject to a COVID-19 quarantine or isolation period?

The County will allow you to use any of your available accruals to care for a family member that is subject to a COVID-19 quarantine or isolation period.

For the purpose of this leave, a family member means:

(1) a child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis (regardless of age);

(2) a parent (biological, adoptive, foster parent, stepparent, legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person that stood in loco parentis when the employee was a minor child;

(3) A spouse or registered domestic partner;

(4) A grandparent;

(5) A grandchild;

(6) A sibling.
7. I want to take time off to get a COVID-19 vaccine. What type of leave may I use?
You may use any of your available accruals to request time off to get your COVID-19 vaccine. This includes using your available accruals for time off if you develop side effects.

COVID-19 Testing Options:

8. If my department is in an outbreak, will the County pay for me to be tested for COVID-19?

It is the County’s policy that if your department is identified to be in an outbreak, the County will make COVID-19 testing available for employees who were physically at the department/division during the last 14 days. A second test will be conducted a week later.

COVID-19 testing will be available at no cost to the employees within the exposed group, during employees’ paid time, except for the following:

- Employees who were not present at the workplace during the relevant 14-day period(s).
- Employees who were fully vaccinated who do not have COVID-19 symptoms.
- For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

Please refer to your outbreak testing notice for additional information regarding testing locations.

9. If I work in a congregate setting (Juvenile Hall and Imperial County Jail) and am required to test due to being unvaccinated, will the County pay for my COVID-19 tests?

It is the County’s policy that employees who are unvaccinated but required to test per the July 26th CDPH Health Office Order will take place during working hours at no cost to the employee. You may receive future guidance regarding your ability to continue to utilize working hours to conduct your testing requirements. If the policy changes, this guide will be updated accordingly.

10. If I work in a Health Care setting (Behavioral Health and Public Health) and am required to test due to being unvaccinated, will the County pay for my COVID-19 tests?

It is the County’s policy that employees who are unvaccinated but required to test per the August 5th CDPH Health Office Order will take place during working hours at no cost to
the employee. You may receive future guidance regarding your ability to continue to utilize working hours to conduct your testing requirements. If the policy changes, this guide will be updated accordingly.

Exclusions to the above guide:
1. Employees in their initial probationary period cannot use their vacation accruals.
2. Extra-Help employees that do not accumulate accruals will receive future guidance.