

## California Supplemental Paid Sick Leave (CPSL) Information Sheet

\* Employees who are unable to work for reasons related to Covid-19 are eligible for Covid Paid Sick Leave though California Supplemental Paid Sick Leave (CPSL)

- You are eligible to take up to 80 hours of leave if:

- you test positive and you need to isolate
- you are exposed and need to quarantine
- you need to take care of a family member who tests positive or needs to quarantine
- your child's school or daycare closes due to Covid
- You receive and need to recover from a vaccine or booster shot, or need to take care of a family members for a vaccine or booster shot (limited to 3 days of leave)

- Please read the [California Supplemental Paid Sick Leave](#) for more information

\* If you test positive, or you are exposed and need to quarantine, you must notify your supervisor and report your case to the Covid Support Team by filling out a [Covid Support Form](#).

- You must get a PCR test to confirm your positive diagnosis. We do not accept at-home tests.

- After your isolation or quarantine period is complete, and you are cleared from the Covid Support Team, you must fill out and submit a [CPSL Request Form](#)

\* If you need to take time off due to caring for a family member, or for a vaccine appointment, you will need to submit supporting documentation to Barmey Ung @ [bung1@pasadena.edu](mailto:bung1@pasadena.edu) in Human Resources, such as Covid test results, vaccine card, or doctor's note.

\* Employees should initially use their paid sick leave during the time they str away due to Covid. Once your CPSL request form has been approved and processed, your paid sick leave hours will be returned and converted into Covid Paid Sick Leave.

\* Employees who do not have Paid Sick Leave hours, or not enough to cover the time they must be away, should not enter any hours for the time they must be away due to Covid. These employees will be paid for this time once their CPSL request form is approved and processed.

\* Approved CPSL forms are submitted to payroll once a week. Afterward it takes generally 1-2 weeks to process

\* For any questions or inquiries, please contact Barmey Ung in Human Resources @ [bung1@pasadena.edu](mailto:bung1@pasadena.edu).