



Leaves of Absence Related to COVID-19

Dear LACCD Employee:

This packet provides information about COVID-19 related leaves available to you for 2022, the request form, and submittal process for the form.

Summary of COVID-19 Related Leaves

Effective January 18, 2022, the District and the Labor Caucus negotiated 24 hours of paid leave at the employee's regular full salary for COVID-related wellness leave ("CWL"). Qualifying reasons and conditions of using CWL are described on page 2.

Effective February 19, 2022, California Gov. Gavin Newsom signed Senate Bill 114, which grants employees paid leaves for specific COVID-19 related reasons. Eligible employees who are unable to work due to qualifying reasons related to COVID-19 may request COVID-19 Supplemental Paid Sick Leave ("SPSL") of up to 80 hours. Conditions of SPSL use are described starting on page 3.

Additional SPSL beyond the separately negotiated 24 hours of COVID-related wellness leave is paid up to \$511 per day and not more than \$5,110 in total. Employees may elect to supplement SPSL with their accrued paid leaves.

SPSL may be requested retroactive to January 1, 2022. Employees who used another leave time between January 1, 2022 and February 19, 2022 for qualifying COVID-related reasons may request to use SPSL retroactively. CWL leave may be requested retroactively to January 18, 2022 and must be utilized by May 15, 2022.

The District will not run SPSL concurrently with the District's CWL. Employees may choose to use their CWL alone or supplement their use of SPSL with their CWL during the period in which CWL is available.

Questions

For questions related to the leaves, request forms or submittal process, please contact your worksite Personnel Office. A list of the contacts for questions for each location is provided on page 7.



District Leave Benefits (“CWL”) Available to LACCD Employees from January 18 through May 15, 2022

LACCD COVID-RELATED WELLNESS LEAVE

Below are the CWL qualifying leave reasons for absences from January 18 through May 15, 2022 as described in “New COVID-19 Wellness Leave Form for Up To 24 Hours of Leave” which was issued by the Office of the Vice Chancellor, Human Resources Division on February 17, 2022.

CWL is provided to ALL current personnel including full-time, part-time, unclassified, student workers, and probationary status employees.

District provided CWL expires on May 15, 2022.

Qualifying Reasons

- 1) Employees who have a required absence due to a COVID related issue such as COVID testing, receiving a vaccination, recovering from a vaccination, complying with a quarantine period, or wellness.
- 2) Wellness includes COVID-related issues such as testing, vaccination or booster shots, or a COVID quarantine period for yourself or due to living with someone in isolation, or other COVID-related wellness issues identified by the employee.

Additional details regarding the leave:

- District provided CWL is for a total of 24 hours, NOT three days. The hours do not have to be used consecutively in a day-to-day sequence, nor in any specific minimum amount.
- Employee subject to mandatory, weekly testing requirements per District policy are not required to use CWL for required testing.
- Using CWL will NOT affect an employee’s attendance status (“perfect attendance”) or utilize other hours in your quota.
- Using CWL will NOT affect the service of probationary-status employees.
- Employees with vaccination appointments during their standard work shift will be required to upload their vaccination card to CLEARED4WORK and attach a copy of the confirmation email indicating their card was successfully uploaded to their completed form.



State Leave Benefits Available to LACCD Employees from January 1, 2022 through September 30, 2022

SUPPLEMENTAL PAID SICK LEAVE – STATE REQUIRED

On February 9, 2022, California Gov. Gavin Newsom signed Senate Bill 114, which provides COVID-19 supplemental paid sick leave (“SPSL”) for covered employees who are unable to work due to COVID-19 related reasons from January 1, 2022 through September 30, 2022.

The new Supplemental Paid Sick Leave is an employer-paid leave.

- SPSL is provided in two (2) separate “banks”, with each permitting up to 40 hours of paid leave.
- Eligible full-time employees are entitled to 40 hours of SPSL for each bank.
- Part-time employees are entitled to a pro-rated number of hours, not to exceed 40 hours, based on their assignment, for each SPSL bank.
- There is no minimum service requirement for SPSL.
- An employee can apply for SPSL for more than one qualifying reason, but the benefit is limited to the number of hours allotted for each bank.

Qualifying Reasons for 1-7: Employees are entitled to SPSL of up to 40 hours for these qualifying reasons.

Paid sick leave is available to eligible employees who are unable to work/telework because:

- (1) The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health (“CDPH”), the federal Centers for Disease Control and Prevention (“CDC”), or a local health officer who has jurisdiction over the workplace.
- (2) The employee has been advised by a health care provider to isolate or quarantine due to COVID-19.
- (3) The employee is attending an appointment either for themselves or a family member to receive a vaccine or a vaccine booster for protection against COVID-19. “Family member” means the employee’s child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. See Labor Code section 245.5, subsection (c) for additional information.

Special note for employees with vaccination appointments during their standard work shift: In addition to submitting this form, you must also upload your vaccination card to CLEARED4WORK and attach a copy of the confirmation email indicating your card was successfully uploaded.

- (4) The employee or a family member is experiencing symptoms related to a COVID-19 vaccine or a vaccine booster.
- (5) The employee is experiencing symptoms related to a COVID-19 and is seeking a medical diagnosis.

- (6) The employee is caring for a family member who is either (1) subject to a CDPH, CDC, or local health officer order or guidance to isolate or quarantine, or (2) has been advised to isolate or quarantine by a health care provider.
- (7) The employee is caring for their own child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises of the school or place of care.

Qualifying Reasons for 8: Employees may be entitled to up to 40 additional hours of SPSL for this qualifying reason.

Additional SPSL of up to 40 hours is available to eligible employees who are unable to work/telework because:

- (8) The employee tested positive for COVID-19, or a family member for whom the employee provides care for tested positive for COVID-19. The District may require proof (including home test results) of this positive test result.

“Family member” means the employee’s child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. See Labor Code section 245.5, subsection (c) for additional information.

Compensation for Paid Sick Leave

Employees will be compensated at their full regular rate of pay subject to a limit of \$511 per day and \$5110 in the aggregate. Employees whose daily full regular rate of pay exceeds the limit set by the SPSL may use CWL or other accrued sick or vacation leave in their quota to supplement their compensation received while on SPSL, up to their full regular rate of pay.

Additional details regarding the leave:

- SPSL will be granted upon written or oral request, including retroactively, for qualifying leaves. Oral requests must be followed up by the employee providing documentation attached to the request form upon their return to work.
- The District will not run SPSL concurrently with the District provided CWL.

Retroactive COVID-19 Supplemental Paid Sick Leave

Qualified employees may request to use SPSL retroactively to January 1, 2022. Employees who used CWL or used other leave time between January 1, 2022 and February 19, 2022 for an SPSL qualifying leave, may retroactively request the use of SPSL instead of the leave they used. The prior leave utilized will be restored to the employee’s quota.



LACCD Request for COVID-19 Supplemental Paid Sick Leave Form

Please complete and return the following form to your immediate supervisor if you are requesting District provided CWL and/or SPSL. You may also orally request SPSL from your immediate supervisor(s).

Employee's First and Last Name: _____

Employee ID Number: _____

Reason for Leave

I am unable to work (or telecommute) because of the following reason (check all that apply):

1. I am subject to a quarantine or isolation period related to COVID-19.
2. I have been advised by my health care provider to isolate or quarantine due to COVID-19.
3. I am attending an appointment for myself or family member to receive a vaccine or a vaccine booster for protection against COVID-19 (Note: I understand I will be required to upload my vaccination card to CLEARED4WORK and attach a copy of the confirmation email indicated my card was successfully uploaded with this completed form). The date and time of the vaccination appointment is _____
4. I am experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster that prevents me from working. (Note: I understand that the District limits the total SPSL that I may use to a maximum 3 days or 24 hours per dose unless I provide verification from a health care provider certifying the need for additional leave due to vaccination related symptoms. This limit to SPSL includes any time taken under #3.)
5. I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
6. I am caring for a family member subject to a quarantine or isolation period or advised by health care provider to isolate or quarantine due to COVID-19.
7. I am caring for a child whose school or place of care is closed or otherwise unavailable due to COVID-19 on the premises. The name of the school or place of care that is closed or otherwise unavailable is: _____
8. I tested positive for COVID-19 or I am caring for a family member who tested positive for COVID-19. I understand that the District may require that I provide proof (including home test results) of this positive test result.
9. I am utilizing CWL (COVID-Related Wellness) for a reason not listed above. The COVID-19 related reason for my absence is:

Qualifying Reason Required

For qualifying reasons #1 or #6 above, indicate the government agency (e.g., state, county, city) that issued the quarantine or isolation order: _____

For qualifying reasons #2 or #6 above, indicate the name of the health care provider who advised you or your Family Member to isolate or quarantine due to COVID-19: _____

For qualifying reasons #1, #3, #4, #6, or #8 above, state the relation of the Family Member for whom you are providing care: _____

For all Requests

I understand SPSL is limited to a cap of \$511 per day and \$5,110 in the aggregate and that I can elect to use the District COVID-19 Related Wellness Leave and/or my own illness days and/or vacation days (if applicable) to increase my compensation up to my full regular rate of pay if my quota balance is sufficient. Indicate below the type of quota you elect to use. If a combination of quota is to be used, indicate the order in which you choose for the quota to be deducted. _____

Leave Information

I am requesting (check only one box):

District Provided CWL

SPSL

Combination of Both

beginning from (MM/DD/YY)_____ through and including (MM/DD/YY)_____

Total number of CWL and/or SPSL hours being requested: _____

Please Note: Leaves across multiple days that are not consecutive must be filed as separate requests.

In making this request and affixing my signature to this form, I am certifying that the above information is true and correct.

Employee Signature and Date of Request

Form Submittal Process:

1. Employees: Send the completed form along with required documentation (if applicable) to your immediate supervisor. Forms can be submitted in person, via email, U.S. mail, or district courier. Pictures of the forms are acceptable if the text in the picture is clear.
2. Supervisors: Send the form and related documentation (if applicable) to the campus Personnel/Payroll Office for processing.
3. Personnel/Payroll Staff: Please send employee acknowledgement letter concerning leave usage and retain all documentation in a separate file for auditing purposes. Time for CWL and SPSL leaves shall be coded in SAP using wage type 1920 for full-time employee and 0100 for part-time employees.

To prevent delays in processing, please ensure the form is complete and any required documentation is attached. Incomplete forms will be returned to the employee.



Personnel Office Contacts

Completed request forms should be submitted to the contact(s) listed below for your location.

Also, questions regarding the leaves or forms should be submitted to the contact(s) listed below for your location.

Location	Contacts
Los Angeles City College 855 N. Vermont Avenue Los Angeles, CA 90029	Anait Boyadzhyan: Boyadza@laccd.edu
Educational Services Center (District Office) 770 Wilshire Boulevard Los Angeles, CA 90017	Cheryl Stephens: stephecc@email.laccd.edu Kenny-Kehinde Lawal: lawalkt@laccd.edu
East Los Angeles College 1301 Avenida Cesar Chavez Monterey Park, CA 91754	Norman Cheung: cheungng@elac.edu Maria Estrada: estradm@elac.edu
Los Angeles Harbor College 1111 Figueroa Place Wilmington, CA 90744	Arif Ahmed: ahmedau@lahc.edu
Los Angeles Mission College 13356 Eldridge Avenue Sylmar, CA 91342	Ronn Gluck: gluckrh@lamission.edu
Pierce College 6201 Winnetka Avenue Woodland Hills, CA 91371	Mofe Doyle: doylem@piercecollege.edu Elsa McDonald: mcdonaem@piercecollege.edu Mariam Mutafyan: mutafym@piercecollege.edu
Los Angeles Southwest College 1600 West Imperial Highway Los Angeles, CA 90047	Edward Francis: francies@lasc.edu
Los Angeles Trade-Technical College 400 W. Washington Blvd. Los Angeles, CA 9001	Claudia Mata: matac@lattc.edu
Los Angeles Valley College 5800 Fulton Avenue Valley Glen, CA 91401	Tom Aduwo: aduwo@m@lavc.edu Yasmin Aviles: avilesye@lavc.edu
West Los Angeles College 9000 Overland Avenue Culver City, CA 90230	Hansel Tsai: tsaih@laccd.edu Luiza Petrosyan: petrosl@wlac.edu