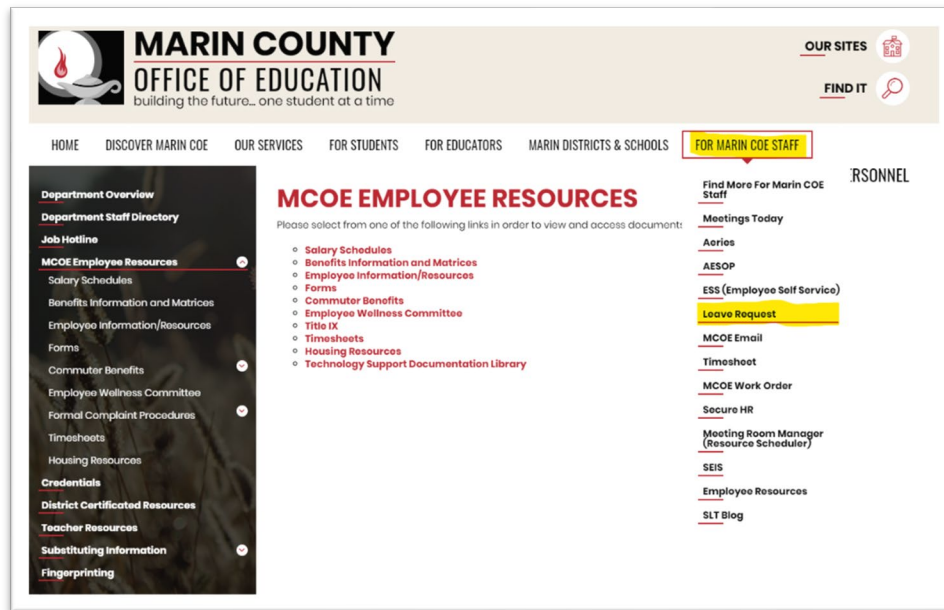


Submitting a Leave Request

To facilitate accessing COVID-19 leave, we have opened the online leave request form to all staff, certificated and classified and we have modified the form to include the COVID 2022 leave type.

The online form is accessed through the secure Employee portal from the MCOE website, “MCOE COE STAFF menu”:



If the reason for the leave taking place within the window of January 1 – September 30, 2022, relates to COVID-19, you can select “COVID 2022” as shown in the screen shot below.

Once you have selected the COVID 2022 leave option, you will be provided with the eight (8) options corresponding to the qualifying leave reasons, as shown in the following screen shot:

A screenshot of the "Leave Request" form. At the top, it says "Leave Request". Below this, there are fields for "Leave Type", "Leave Begin Date", and "Leave End Date". The "Leave Type" dropdown menu is open, showing options: Select, Sick Leave, Vacation, Personal Necessity, Bereavement, COVID 2022 (highlighted), Jury Duty, Other (Specify), and Leave without pay. Below the dropdown, there is a section titled "Please indicated the reason/s for your COVID leave request" with eight numbered options, each preceded by a checkbox: 1. I have been subject to a quarantine/isolation order related to COVID-19. 2. I have been advised to self-quarantine related to COVID-19 by a healthcare provider. 3. I am attending an appointment to receive a vaccine or booster for myself or a family member. 4. I am experiencing, or caring for a family with symptoms related to a COVID-19 vaccine or booster. 5. I am experiencing COVID-19 symptoms and seeking medical diagnosis. 6. I am caring for a family member who is subject to (1) or (2). 7. I am caring for a child whose school or place of care is closed or unavailable due to COVID-19. 8. I, or a family member have tested positive for COVID-19. Below these options, there are two yellow boxes with notes: "*Note: Options 1-6 requires proof of COVID test results, vaccinations, booster shots, or letter from a healthcare provider" and "Option 8 requires proof of positive COVID test". At the bottom, there is a section titled "Upload Supporting Documents:" with a button labeled "Add Attachment".

Leave Requests and Timesheets/ Absence Reports

If you are not able to work and one of the eight (8) reasons related to COVID applies, complete a leave request per the instructions above and your time reporting based on you classification:

CLASSIFIED (HOURLY)

Classified hourly employees need to complete their timesheet noting “COVID” in the note section and the hours absent in the “Other” column as shown in the following screen shot:

Date	Start	End	Start	End	Start	End	Note	Hours	Other Start	Other End	OT	Sick	PN	VAC	Holiday	Other	Total
2/18/2022							COVID	0.00			0.00					8.00	8.00

CLASSIFIED (EXEMPT)/ CERTIFICATED/ ADMINISTRATIVE EMPLOYEES

Classified exempt, certificated, and administrative employees need to complete a report of absence noting COVID 2022 leave for the appropriate dates and full day/ half day absences as shown in the following screen shot:

Marin County Office of Education
Classified Manager Absence Report

Pay Period	Name	Location	Form Status	Date
February		Information Services	Incomplete	
2022				
SICK	Approval 1			
VAC	Approval 2			
PN	Approval 3			

Start	End	Absence Type	Days
2/6/2022	2/6/2022	COVID 2022	1.00
		Select...	1.00

☒ Add Absence

None to Report

Sick Leave

Vacation

Personal Necessity

Holiday

Bereavement

COVID 2022

Jury Duty

Non Workday

Winter Recess

2022 COVID-19 Supplemental Paid Sick Leave

Effective February 19, 2022



Covered employees in the public or private sectors who work for employers with 26 or more employees are entitled to up to 80 hours of 2022 COVID-19 related paid sick leave from January 1, 2022 through December 31, 2022, immediately upon an oral or written request to their employer, with up to 40 of those hours available only when an employee or family member tests positive for COVID-19.

A full-time covered employee may take up to 40 hours of leave if the employee is unable to work or telework for any of the following reasons:

- **Vaccine-Related:** The covered employee is attending a vaccine or booster appointment for themselves or a family member* or cannot work or telework because they have vaccine--related symptoms or are caring for a family member with vaccine-related symptoms. An employer may limit an employee to 24 hours or 3 days of leave for each vaccination or booster appointment and any consequent side effects, unless a health care provider verifies that more recovery time is needed.
- **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- **Caring for a Family Member*:** The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

A full-time covered employee may take up to an additional 40 hours of leave if the employee is unable to work or telework for either of the following reasons:

- The covered employee tests positive for COVID-19
 - The covered employee is caring for a family member* who tested positive for COVID-19.
- * A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

Part-Time covered Employees: Part-time covered employees may take as leave up to the amount of hours they work over two weeks, with half of those hours available only when they or a family member* test positive for COVID-19.

Payment: If an employee took leave for one of the reasons identified above between January 1, 2022 and February 19, 2022, and that leave was either unpaid or compensated at a rate less than the employee's regular rate of pay, the employee may also request a retroactive payment. Payment is at the employee's regular or usual rate of pay, not to exceed \$511 per day and \$5,110 in total.

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited. A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the nearest district office by looking at the [directory on our website](http://www.dir.ca.gov/dlse/DistrictOffices.htm) <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.