

# Northern CA Employer Paid Leave Policies Addressing COVID-19

## Table of Contents

<b>Model Employer Leave Policies .....</b>	<b>1</b>
University of California.....	1
City of Santa Clara.....	2
PG&E.....	2
Stanford .....	3
Benioff Children’s Hospital Oakland .....	6
Verizon- CWA Agreement.....	6
<b>OTHER EMPLOYER SICK/ADMINISTRATIVE LEAVE POLICIES .....</b>	<b>7</b>
San Rafael.....	7
City of Oakland .....	9
Humboldt County .....	10

## Model Employer Leave Policies

### University of California

<https://ucnet.universityofcalifornia.edu/news/2020/01/executive-order-re-paid-administrative-leave-03-16-20.pdf>

*The University of California holds as its highest priority the health, safety and wellbeing of its students, faculty, clinicians, administrators and employees, and all other members of its communities. The University holds as an additional priority the effective functioning of its health systems, which will serve as critical state assets in the state’s response to the COVID-19 pandemic, and must be able to maintain sufficient staffing resources to meet operational needs.*

*As President of the University, I have concluded that critical steps must be taken to limit the exposure of members of our community to the disease within our community, to care for those who have fallen ill or otherwise been exposed, and to assure the continued functioning of critical operations, including most particularly the health systems that we will rely on to meet the challenge posed by COVID-19.*

## **Executive Order**

All employees shall be eligible to receive a one-time allotment of up to 128 hours of paid administrative leave, subject to the following conditions:

- All hours must be used by December 31, 2020, or the allotment shall expire;
- The hours may be used at any time during the period of this Executive Order, including
- intermittently, either before or after the use of any accrued leave or other paid leave, at the request of the employee, in consultation with the supervisor, provided that such use shall not adversely affect the delivery of essential university services, including in particular, the clinical services delivered by UC Health;
- The number of hours for employees who work less than full-time shall be prorated according to the percent of the appointment;
- Exempt employees who do not accrue sick or vacation leave are eligible for the onetime allotment of the paid administrative leave.

The paid administrative leave hours may only be used for the following purposes:

- When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member;
- When an employee is unable to work because the employee has been directed not to come to the worksite for COVID-19-related reasons and/or the work site has implemented a COVID-19-related remote-work program or is under a shelter in place order and it is not operationally feasible for the employee to work remotely;
- When an employee is unable to work because a COVID-19-related school or daycare closure requires the employee to be at home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

## **City of Santa Clara**

March 17, some of the City's workforce will either be working remotely, working staggered shifts, or may be on paid administrative leave, based on job functions, but could be called upon to serve as a Disaster Service Worker. All employees will still be paid their normal wages/salaries during this emergency period.

## **PG&E**

*Nothing is more important than the safety and health of our employees, both on and off the job. As we continue to monitor this outbreak, we'll provide guidance to employees on how to protect themselves from the COVID-19 virus. We're taking decisive steps for the health and safety of our employees to minimize exposure so we can avoid disruption to our business operations and continue delivering for our customers*

## Policy

Retroactive to Monday, March 16, the company will provide employees who can not work from home with “Time Off With Permission With Pay” to address school closures, care for the elderly, and manage self-quarantines. Employees who are ill will continue to use their sick time and all associated benefits programs (e.g. Disability Insurance, FMLA, etc.)

To request time off under this new guidance, send an email to [HumanResources@pge.com](mailto:HumanResources@pge.com) with your name, LAN ID, reason for time off and dates you expect to be off. Our Human Resources team will respond to your request by the end of the business day.

### Interim Time Off Policy related to the COVID-19 Crisis (Effective March 16 – April 13, 2020)

Status	Code Time	Required Action
Personal Illness	Accrued/Incidental Sick Time	Normal Sick Leave time reporting
Family member is ill (e.g. Sick Relative)	Accrued/Incidental Sick Time	Normal Sick Leave time reporting
Shelter in Place / Unable to work remotely	Time off with Permission with Pay	Send email to <a href="mailto:HumanResources@pge.com">HumanResources@pge.com</a>
School Closure / Unable to work remotely	Time off with Permission with Pay	Send email to <a href="mailto:HumanResources@pge.com">HumanResources@pge.com</a>
Quarantined (Self-Isolation, Age 65+, Medically Compromised or someone in their household is Age 65+ or medically compromised) / Unable to work remotely	Time off with Permission with Pay	Send email to <a href="mailto:HumanResources@pge.com">HumanResources@pge.com</a>
Working Remotely	Time Worked	Normal Time Reporting
Vacation	Vacation	Normal Vacation time reporting

## Stanford

<https://cardinalatwork.stanford.edu/engage/news/university-commits-pay-continuation-regular-employees-during-covid-19-pandemic>

*We recognize the pandemic has turned our lives upside down and affects each of us personally as we face important decisions about care for ourselves and our families.*

*Stanford has been working on guidelines and new policies in response to the rapidly changing situation and wants to reassure you that, at this time, the university commits to continue to pay all full-time and benefits-eligible part-time (“regular”) employees at their current base rate of pay without respect to the number of hours worked. This interim policy is effective March 16, 2020.*

*Stanford remains open and operational, dedicated to teaching, research, and health care. Given this, it is imperative that many employees continue to work as required, including having some employees take on*

*different responsibilities during these most urgent weeks of the pandemic we are collectively fighting. Many job responsibilities lend themselves to working from home, while other work must be performed physically at a Stanford facility.*

*Wherever Stanford employees are working, our first priority is their health and well-being, and that of their families.*

*The new interim policy acknowledges the growing number of people who:*

- *Are required to self-isolate and in doing so are unable to work, including those over age 65 or with chronic health conditions who have been called to self-isolate at home by California Governor Gavin Newsom (see note for employees working in health care, below)*
- *Are expected to work less or not at all due to reduced university operations*
- *Cannot perform their job duties from home*
- *Are not sick themselves but have caregiving responsibilities (for older family members and children, including those home due to school closures)*
- *Employees who are affected by these various circumstances should work with their managers to determine required work responsibilities.*

*At this time, the university commits to continue to pay all full-time and benefits-eligible part-time (“regular”) employees at their current base rate of pay without respect to the number of hours worked. This interim policy is effective March 16, 2020.*

*Stanford remains open and operational, dedicated to teaching, research, and health care. Given this, it is imperative that many employees continue to work as required, including having some employees take on different responsibilities during these most urgent weeks of the pandemic we are collectively fighting. Many job responsibilities lend themselves to working from home, while other work must be performed physically at a Stanford facility.*

### **More Details About Pay Continuation**

**Eligibility:** Pay continuation is available for benefits-eligible employees who are full- or part-time, whether exempt or non-exempt. The policy will be re-evaluated as the situation unfolds.

**If you are sick:** Please use your accrued sick time and follow the same process, if applicable, for filing a short-term disability (VDI) claim or workers’ compensation claim. View [Disability Leaves](#) to understand what steps to take to apply for benefits.

**If you are self-isolating but not sick:** You no longer need to use sick leave. You will receive pay continuation if you can’t perform work from home. Please consult with your manager to determine work requirements.

**If you are age 65 or older:** If you choose to follow the Governor’s recommendation to self-isolate, please consult with your manager to determine work you may be able to do from home. You will be eligible for pay continuation and will not need to use sick leave if you are not able to work remotely or if available remote work is not full-time.

**Note for employees in health care who are age 65 or older:** Employees involved in health care delivery need to consult with appropriate leadership about self-isolation. Governor Newsom’s guidance for individuals age 65 or older was clarified to express a commitment to keeping the health care system strong, stating that individuals age 65+ who work in health care can continue to work, and practice social distancing and home isolation after hours. We understand that there may be an executive order issued on Monday, March 16, and we will update this communication at that time, if needed.

**Employees who cannot work—whether on campus or at home—due to childcare needs as a result of school closures:** You will receive pay continuation and will not need to use any leave time, though you may be required to perform work from home to the extent possible. Please speak with your manager to determine work requirements.

**If you have a previously approved vacation:** If you are able to take a previously approved vacation, please use your vacation or PTO accruals as you normally would.

**Benefits:** As long as you continue to receive a Stanford paycheck, your contribution and the university’s contribution to your health care and retirement account will be unchanged.

**Additional direction:** Questions and answers about the new policy are now on the [COVID-19 Workplace FAQ](#)

#### **Interim Policy for Pay Continuation – COVID-19 (effective March 16, 2020)**

As a 24/7 residential campus, Stanford is not closed. Many employees have duties that can only be performed on campus (or other Stanford worksites), while others are able to fully or partially work from home. Because the way in which employees’ work as well as the availability of work may be impacted by reduced operations, for now, the university will continue to pay all full-time and benefits-eligible part-time (“regular”) employees at their current base rate of pay without respect to hours worked. At the same time, except as excused for illness or other reasons (as approved by a supervisor), employees are required to work as directed by management, including working in reassigned duties.

Non-exempt employees should continue to fill-out their timecards to record all time worked as well as meal periods. Employees represented by a bargaining unit should record time according to the terms of the applicable collective bargaining agreement. Where hours worked are less than an employee’s regularly-scheduled hours per week, employees will be paid at the employee’s current base rate of pay as though they had worked the full number of regular hours. Employees who are sick should continue to fill out timecards consistent with [our sick leave policy\(link is external\)](#). Finally, employees taking pre-authorized vacation should record vacation time on their timecards.

## **Benioff Children's Hospital Oakland**

### **GUIDANCE ON PAID ADMINISTRATIVE LEAVE**

Benioff Children's Hospital Oakland will issue new guidelines to provide all employees (full time, part time, short hour, per diem and temporary employees on the Hospital's payroll) a bank of 128 hours of paid administrative leave (pro-rated based on the employee's FTE status) to be used in the following COVID-19 circumstances:

- Employee is unable to work due to own or family member's COVID-19 illness
- Employee is unable to work or telecommute and has been told not to come to work due to COVID-19 (includes self-isolation)
- Non-patient care employee is unable to work or telecommute due to shelter in place order
- Employee is unable to work or telecommute due to school or dependent care closures

These hours may be used intermittently and must be used by December 31, 2020 or they will expire.

Employees who need to use this paid administrative leave shall request it from their immediate supervisor who shall be responsible for determining whether to grant the administrative leave. In making the determination as to whether to grant the leave, supervisors must take into account the operational needs of the Hospital with special consideration given to the critical importance of maintaining the continuity of Hospital operations

Given the shortfall of workers in some critical areas, we want to reinforce all employees are essential to support the infrastructure during this emergency. As such, we will redeploy staff to perform other needed roles and appreciate everyone's help in filling critical gaps.

Please note, these new guidelines do not preclude an employee from also being eligible to use accrued leave or other protected time off.

## **Verizon- CWA Agreement**

<https://files.constantcontact.com/92847ee7001/18815864-256c-4365-9b8f-463cdb8dcac7.pdf>

As a result of the COVID-19 outbreak, the Company will offer the following excused leaves to associates:

1. For those medically diagnosed with COVID-19, we will offer a leave of absence up to 26 weeks with pay at the basic hourly rate from the first date of absence until the individual is medically cleared to return to work.

2. For those who have been directed by a doctor to remain out of the workplace during the COVID-19 outbreak due to an underlying health condition (their own or that of a household member) and who are unable to work from home, we will offer a leave of absence up to 8 weeks with pay at the basic hourly rate and up to 18 weeks of 60% pay at the basic hourly rate (terminating sooner if/when the associate is able to return to the workplace or work from home).
3. For those who establish that they are unable to work because they are caring for a child whose school or daycare has been closed due to COVID-19 and for whom another childcare option (e.g., Bright Horizons, childcare provider reimbursed through Bright Horizons or family member) is not available, we will offer a leave of absence with up to 8 weeks of pay at the basic hourly rate and up to 18 weeks of 60% pay at the basic hourly rate (terminating sooner if/when the associate is no longer caring for such a child, the child's school or daycare reopens or other childcare option is available).
4. For those who establish that they are unable to work because they are caring for a person medically diagnosed with COVID-19 who is unable to provide self-care and for whom another caregiver is not available, we will offer a leave of absence with up to 8 weeks of pay at the basic hourly rate and up to 18 weeks of 60% pay at the basic hourly rate (terminating sooner if/when the associate is no longer caring for such an individual, the individual is able to provide self-care or another caregiver is available).

## OTHER EMPLOYER SICK/ADMINISTRATIVE LEAVE POLICIES

### San Rafael

<https://storage.googleapis.com/proudcity/sanrafaelcaemployees/uploads/2020/03/Employee-COVID-19-FAQ-03-20-2020.pdf>

*The City is committed to doing all we can to promote a healthy workforce where employees are encouraged to remain out of the workplace when sick.*

1. Non-Safety Hourly & Management Employees – How am I being paid during the “shelter in place”? As of March 23, 2020 and thru April 7th (will be reevaluated as state and/or public health orders change)

- If you cannot work at all (either on site or remotely) due to childcare issues or caring for a family member, use all sick and all other paid leave type accruals.
- If you have an approved telework agreement with your supervisor but cannot work some of the time due to childcare issues or caring for a family member, track your time and record it using your accruals for the hours you cannot work and record your time for the hours you were able to work remotely.
- If you are in the process of developing a telework arrangement with your Supervisor/Manager please see them for direct guidance on how to record your time.

- If you are called to serve as a Disaster Service Worker (DSW) for a shift(s), you will be paid for your regularly scheduled work hours in that capacity. Please follow the guidance above if you are not working in full-time capacity as a DSW.
- Employees may continue to request time off (vacation, comp, etc.), if they would like to, and are required to use accrued time off for any time for which they are unavailable for work.
- Employees who are sick for all, or any portion of the day/week will be required to use their accrued sick leave.

## 2. What if I wish to be off work?

- We will accommodate employees who wish to be off work because they have a compromised immune system or a chronic medical condition like heart disease, diabetes or lung disease (provide a doctor's certification so that sick leave can be used), they are age 65 or older, need to care for a family member, or have children whose schools have closed. Please see the direction in question #1 above regarding taking paid time/accruals for these circumstances.
- Reasons other than the above are discretionary and require your manager's and/or department director's approval. If the reasons above, do not apply you must respond to serve as a disaster service worker if needed.

## 3. Do I qualify under the federal or state family medical leave acts?

- If you test positive for COVID-19, you qualify for federal Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) leave because the condition constitutes a "serious health condition" and your absence from work will be designated as protected leave under FMLA/CFRA.
- Similarly, if you are caring for a family member who tested positive for COVID19, then your absence from work will be designated as protected leave under FMLA/CFRA.

## 4. Do I qualify for California unemployment insurance benefits or State Disability Income?

### **Sick or Quarantined**

If you're unable to work due to having or being exposed to COVID-19 (certified by a medical professional), you can file a State Disability Insurance (SDI) claim. SDI provides short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy. The Governor's Executive Order waives the one-week unpaid waiting period, so you can collect SDI benefits for the first week you are out of work. EDD processes and issues payments within a few weeks of accepting a claim. See question #9 below for additional information.

### **Caregiving**

If you're unable to work because you are caring for an ill family member with COVID-19 (certified by a medical professional), you can file a Paid Family Leave (PFL) claim. PFL provides up to six weeks of benefit payments to eligible workers

who have a full or partial loss of wages because they need time off work to care for a seriously ill family member.

### **School Closures**

If your child's school is closed, and you have to miss work to stay home with them, but don't have sufficient accrued leave available, you may be eligible for Unemployment Insurance benefits. Eligibility considerations include if you have no other care options and if you are unable to continue working your normal hours remotely. File an Unemployment Insurance claim and EDD will determine if you are eligible.

5. Is Catastrophic leave available for employees who do not have leave accruals?

The City's Catastrophic Leave Policy applies to an illness or event that is expected to preclude an employee from returning to work for an extended period of time. At this time, the 2-week quarantine period is not considered an "extended" period of time. Medical absences of longer than 30 days, may be eligible for Catastrophic Leave donations and will be considered on a case by case basis. Requests should be submitted to [Shibani.nag@cityofsanrafael.org](mailto:Shibani.nag@cityofsanrafael.org).

## **City of Oakland**

<https://www.oaklandca.gov/news/2020/interim-city-administrator-messages-on-covid-19>

*The City is working diligently to maintain employee wages and benefits during this Shelter in Place.*

Starting tomorrow, Tuesday, March 17:

- Employees assigned to an Essential Government Function will receive direction from their supervisor to determine if they are required to report to work and/or create a telecommuting plan. See attachment for guidance on telecommuting.
- If employees are not required to work, they must be accessible (email and phone) to their immediate supervisor.
- If you have a telecommuting plan in place, follow that plan unless otherwise directed by your supervisor.
- If you do not have an approved telecommuting plan and you are considered "non-essential," you will be placed on paid administrative leave for the remainder of the pay period ending on March 20th.
- With regard to payroll for this week (through March 20th):  
Temporary part-time employees who cannot telecommute and do not work the remainder of their regular schedule from March 17th through March 20th should use the Administrative Leave (ADO) time element. Use of ADO from March 17th through March 20th may not exceed a TPT's regularly scheduled hours during this four-day period

## Humboldt County

<file:///Users/mstaples/Documents/Agenda.pdf>

### RESOLUTION NO. 20-20

NOW, THEREFORE, BE IT RESOLVED that:

1. Effective immediately, all county employees shall receive an advance of 80 hours of sick leave. This sick leave shall be recouped over the next 22 pay periods with no further accruals during that recoupment period.
2. While the local emergency related to COVID-19 is in effect, county employees may use any portion of their benefit time to take off from work for issues related to COVID-19 including, but not limited to, school and/or daycare closures, and contracting COVID-19 or caring for loved ones who have contracted the virus.
3. County employees who miss time from work because they have been medically diagnosed with COVID-19 will be placed on paid administrative leave if they have exhausted their benefit time.
4. County departments shall proactively take considerations to remove vulnerable employees from scenarios that put them at higher risk of contracting COVID-19. Such considerations include, but are not limited to, moving vulnerable employees to workstations that do not require them to interact frequently with the public.
5. At Department Head discretion, departments may close and/or limit in-person interactions with members of the public and staff provided that alternative procedures, such as telephonic and/or web-based services are available and accessible during such closures or times of limited service.
6. In order to protect members of the public, staff and the broader community, if members of the public appear at a county facility and present symptoms of COVID-19, county staff may require that they do not enter the facility provided that staff can deliver services through alternative procedures, such as via telephone and/or through web-based means.
7. Department heads shall exercise their Continuity of Operations Plans, and modify them where necessary, to ensure they have appropriate staffing and resources to carry out their essential functions during this local emergency. Essential functions include services necessary to maintain court operations which will continue unless a directive to the contrary is issued by the state.
8. County employees are designated under Government Code Section 3100 as Disaster

Service Workers (DSW) and any time there is a declared local emergency may be required to return to work or remain at work for a disaster or emergency-related assignment. As Disaster Service Workers, employees may be deployed to different work sites than usual or be asked to perform work duties or tasks that are different from their regular work responsibilities. No employee will be assigned duties they are not qualified or trained to perform.

9. In order to facilitate alternative work arrangements during the current local health emergency, the Interim Policy for Remote Workings attached hereto as Exhibit A, is hereby adopted.