Notification of COVID-19 Leave of Absences and Benefits

Please be assured that the health and safety of all our employees, students, and vendors is always our priority. Associated Students Inc. (ASI) has recently been notified that there was a possible exposure to COVID-19 in the Bronco Student Center, Bronco Recreation and Intramural Complex, and/or Children’s Center.

We realize this is unsettling news and want to assure you that we are taking additional precautions to increase the safety of our workplace, including increased sanitizing and cleanings — particularly in high traffic or common areas.

This notification provides you with the applicable coverages and leave of absences you are entitled to:

**COVID-19 Supplemental Paid Sick Leave (SPSL)** Provides employees up to 80 hours of paid sick leave to all active employees (students and pro staff) who are unable to work or telework for COVID related reasons. SPSL went into effect February 19, 2021 – December 31, 2022. ASI is voluntarily offering SPSL through January 31, 2023. This leave is separate from regular accrued sick leave.

Employees may take leave if unable to work on telework for any of the following reasons:

1. the employee is under a COVID-19 quarantine or isolation period based on a governmental order or guidelines;
2. the employee is under self-quarantine for COVID-19 concerns based on advice from a health care provider;
3. the employee is receiving a COVID-19 vaccine;
4. the employee is experiencing COVID-19 vaccine side-effects;
5. the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
6. the employee is caring for a family member who is subject to an order or guidelines described in subparagraph (1) or who has been advised to self-quarantine, as described in subparagraph (2);
7. the employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.
8. the employee or family member received positive test results for COVID-19.
Once you have exhausted the *COVID-19 Supplemental Paid Sick Leave (SPSL)* and you are still not able to return to work, you may use your *Accrued Unused Sick Leave*. This may be taken for your own illness or injury, or that of your parent, child, current spouse or registered domestic partner or child thereof.

You may also use your *Accrued Unused Vacation* until all accrued time is exhausted.

If it is determined that you have contracted COVID-19 from your work, you may be entitled to *Worker’s Compensation Benefits*. All benefits afforded by SPSL must be used and exhausted before Worker’s Compensation disability benefits will be paid under SB 1159.

All leaves are protected leave of absences will run concurrent with FMLA (where applicable).

Upon return from family care or medical leave, ASI will restore you to your original job, or to an equivalent job (subject to certain limitations as allowed under law). If you are reinstated, upon return from a leave of absence, you will be credited with the full employment status that existed prior to the start of the leave. You will not receive credit for the time during the unpaid portion of any leave, except that the employee will retain the original date of hire.

Any questions or clarification of these benefits, or additional follow-up questions should be directed to the HR Generalist, Charlene Garganera at asicovidsafety@cpp.edu.