

From: [Ramirez, Kathleen](#) on behalf of [Farnes, Colette](#)
To: orangecounty2@ocgov.com
Subject: 2022 Emergency Paid Sick Leave Program
Date: Wednesday, January 12, 2022 9:01:00 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Emergency Paid Sick Leave 1.22.pdf](#)
[HRS Contact List 1.22.pdf](#)
[Emergency Paid Sick Leave School Closure 1.22.pdf](#)

County Family,

We are pleased to inform you that the Orange County Board of Supervisors has approved the implementation of the 2022 Emergency Paid Sick Leave (EPSL) program for County employees.

To ensure that the County maximizes the health and safety of its employees and the public they serve, **EPSL** provides employees up to 40 hours of paid sick leave for qualifying COVID-19 related absences. This use of **EPSL** is effective from December 31, 2021 to April 7, 2022.

Employees may use EPSL when they are unable to work or telework and have a qualifying COVID-19 reason for such leave, including:

- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local 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.
- Vaccine-Related/Booster-Related: The covered employee is attending a vaccine/booster appointment or cannot work or telework due to vaccine-related/booster-related symptoms.

Employees may request the use of EPSL by completing the attached "Emergency Paid Sick Leave Certification" or "Emergency Paid Sick Leave School/Daycare Closure Certification" Form and submit it to their department's Human Resources representative.

How many hours of EPSL will be provided to employees?

Full-time employees are entitled to 40 hours of COVID-19 Emergency Paid Sick Leave effective December 31, 2021. **EPSL** hours for part-time employees are determined through a calculation process of their normal work hours.

Employees are to use Pay Code **EPSL** on their timesheet when coding Emergency Paid Sick Leave.

What time period does 2022 Emergency Paid Sick Leave cover?

December 31, 2021 to April 7, 2022. Therefore, covered employees who took **qualifying leave from December 31, 2021 through January 10, 2022** may also post Pay Code **EPSL** on their timesheet for the current pay period (PP 2).

Who can I contact with questions or find more information?

Information regarding the County's response to COVID-19 for employees can be found on the "COVID-19 Related Employee Information" page at: <https://www.ocgov.com/gov/ceo/covid19employeeinfo>

As a reminder, if you are sick, please do not report to your workplace. Please contact your supervisor to discuss telecommuting or the use of EPSL.

Please contact your department's Human Resources representative if you have any questions regarding 2022 COVID-19 Emergency Paid Sick Leave.