

## COVID-19 Advanced Sick Leave Instructions for Managers & Supervisors

*\*This information is for the current payperiod ending on March 21. Check back for future updates.\**

*Employees are allowed to use **any** accrued leave balance for an absence related to COVID-19. The COVID-19 Advanced Sick Leave form is designed to help employees who have exhausted all of their leave balances and need to have an advance of sick leave hours to help cover their absence.*

- If an employee contacts you to call out sick for any reason, ask the employee if they have sufficient leave hours to cover their leave.
- If the employee no longer has any leave balances available, please ask the employee if they are interested in advanced sick leave. The Auditor's Office will also verify the employee has exhausted all other leave balances before giving the advance.
- If the employee requests the use advanced sick leave hours, direct them to the Advanced Sick Leave Form, located on the HR Benefits webpage under Related Forms and Documents, which the employee will then email to the Auditor's Office at [AC\\_County-Payroll@co.slo.ca.us](mailto:AC_County-Payroll@co.slo.ca.us) upon completion by the employee. The email address is also located on the form. Remind the employee that they can only receive the advance once they have exhausted all other leave balances. If the employee requests that the form is emailed to them, contact your Payroll Coordinator or HR if you need the employee's personal email address.
- Explain to the employee that if they receive advanced sick leave hours the employee will be responsible for earning it back. The County can be flexible on how this is handled.
- If the employee has additional questions, or needs to apply for FMLA or SDI, have them contact your department payroll coordinator. If the employee cannot reach your department payroll coordinator, they can contact HR at 805-781-5959.

The County is working to support employee needs through this challenging and unprecedented time.