

## 2021 COVID-19 Supplemental Paid Sick Leave (Emergency Leave): FAQs

- 1. I've already used my 80 hours of Supplemental Sick Leave (Emergency Leave). Do I get another 80 hours?**

This is a new balance of 80 hours of supplemental sick leave, effective as of January 1, 2021. This new allocation is in addition to the supplemental leave that was made available to employees in 2020.

If you have already taken time in 2021 for leave covered in the state's new COVID-19 Supplemental Paid Sick Leave policy, your leave can be retroactively credited to the supplemental leave allocation, rather than to your personally accrued sick or vacation leave. If you have not taken time, you will have the balance of 80 hours available for use as it is needed through September 30, 2021.

- 2. I have been using my sick leave and vacation to care for my child, who is unable to go to daycare. How can I get reimbursed for those hours?**

To correct past use of sick leave or vacation, please contact the Disability and Leave Unit. Time off for childcare in 2020 is not eligible for correction.

- 3. I have been unable to work due to illness that I think is COVID-19, but I have not received my test results yet. Can I charge my time off to Supplemental Sick Pay (Emergency Leave)?**

Yes. Please report your illness on the [Caltech COVID- 19 Reporting](#) in Access and Student Wellness Services will contact you.

- 4. I just got my vaccination yesterday, and am feeling unwell today. Can I charge my time off today to Supplemental Sick Pay (Emergency Leave)?**

Yes, the new expanded reasons for using the Supplemental Sick Pay include time off for vaccine-related symptoms.

- 5. What happens if I exhaust these 80 hours but still have a need for paid time off?**

If you need continued time off for your own medical or family medical need, please contact the Disability and Leave Unit at [leaveunit@caltech.edu](mailto:leaveunit@caltech.edu) for additional information.