



SICK LEAVE OR VACATION ADVANCE (COVID-19)

Program

This Program is intended to protect the health and welfare of the County and its workforce and mitigate the financial impact to employees during the County's Public Health Emergency related to COVID 19. This program is put in place in response to Emergency conditions and will cease to have effect once the Emergency is over or at an earlier time as determined by the County. Participation in this program is granted at the discretion of the County and employees may be denied based on specific circumstances in the interest of the County. This program is subject to change by the County at any time. Employees must fill out the application and agreement below in order to be considered for the program.

Sick and Vacation Leave Advancement:

The County may advance up to 80 hours of paid sick leave or vacation to eligible employees. If the County advances paid sick leave or vacation to an employee, the employee will not accrue additional paid sick leave or vacation until the County has recovered all the hours advanced (e.g., if a full time employee is advanced 40 hours of sick leave with pay, the employee will forgo earning the 3.7 hours of paid sick leave per pay period until the 40 hours is returned to the County). Advanced leave that is unused by the end of the COVID 19 Public Health Emergency, will be taken back from the employee's accrued leave bank and the schedule of repayment of hours will be adjusted accordingly. If an employee leaves the County for any reason prior to the County's recoupment of all the advanced hours, the employee will be required to repay the County for the value of the advanced leave.

The advanced paid sick leave can be used for a health related reason associated with COVID 19 (e.g. employee or qualifying family member who requires care is diagnosed or has symptoms consistent with COVID-19; employee has been instructed to quarantine by a healthcare provider; employee has been exposed or is at a high or medium risk level of exposure to someone with confirmed COVID 19 pursuant to CDC guidelines).

The advanced vacation hours can be used for additional circumstances related to COVID 19 (e.g. the need to stay home with children due to a COVID 19 related school closure). Please note: the use of advanced vacation hours is subject to the approval of the employee's department head or designee and will be based on department needs. Given the current state of emergency, even employees utilizing paid leave may be called in to service by the County.

Eligible Employees:

Regular Employees who have exhausted or will soon exhaust sick leave or vacation leave balances and need additional paid leave hours are generally eligible upon approval by the County. This program is only available to employees in positions represented by the following labor organizations: Deputy Sheriff's Association (DSA), Law Enforcement Unit (LEU), Organization of Sheriff's Sergeants (OSS), Probation Detention Association (PDA), San Mateo County Council of Engineers (SMCCE) and Building Trades and Construction (BCTC) as well as Management, Attorney and Confidential employees.

How to Participate:

Return this completed form to payroll@smcgov.org and cc your manager and personnel/payroll specialist.



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County of San Mateo Employee Application and Agreement

Name: _____ Employee ID #: _____ Contact Phone: _____

Department: _____ Position: _____

Due to COVID-19 issues, I request a ☐ SICK LEAVE ADVANCE ☐ VACATION ADVANCE of _____ HOURS
(not to exceed 80 hours) to cover my leave associated with the COVID 19 Emergency.

I have read and understand this document, the SICK LEAVE or VACATION ADVANCE (COVID-19) Program, and the rules, requirements and limitations set forth in it and I agree to abide by and be bound by its provisions.

I certify that the advanced leave requested will be used for the purposes set forth above in the Program and that misuse of such leave is an act of misconduct subject to discipline.

I understand that any sick leave or vacation advanced is a loan of time not yet earned that I am required to repay by forgoing accruing sick leave or vacation as it is earned, until such time as I have repaid the entire amount advanced.

I understand that if I have not used the accrued leave by the end of the Public Health Emergency that the County will take the unused advanced leave from my leave accruals and adjust the repayment schedule accordingly.

I further understand that as a condition of receiving a leave advance, I agree that if I separate from employment before fully repaying the leave advance, I will repay the remaining unpaid balance, if any

- at the time of separation; I hereby voluntarily agree and authorize the County to deduct any remaining balance due from my final pay or other compensation due to me at separation,
- and if the amount due to me upon separation does not fully repay the remaining unpaid balance, I agree to repay the full remaining amount directly within 60 days of separation.

Should I fail to repay any sick Leave or vacation advanced to me when due, I understand and agree that the County will take appropriate action to collect on the unpaid balance, which may subject me to additional costs and interest as allowed by law. I also understand and acknowledge that if I leave County employment for any reason before using all of the advanced hours, that any unused advanced vacation hours will not be paid to me upon separation and that any advanced sick leave hours will not convert into retiree health benefits.

Signature: _____ Date: _____

Return this completed form to payroll@smcgov.org and cc your manager and personnel/payroll specialist.

DEPARTMENT REVIEW: ☐ Approved ☐ Rejected

Comments:

Manager's Signature _____ Date _____

cc: Employee's Personnel Folder

	Pay Period Hours were Added	Accrued Leave Exhausted	
Controller's Office Review		<input type="checkbox"/> Yes	<input type="checkbox"/> No (Deny)