



UPDATED: Process for Requesting Leave of Absence (2022 AB84 SPSL)

Process for requesting Leave of Absence:

1. Employee notifies Manager/Supervisor of COVID related leave requests.
2. Manager/Supervisor determines if remote work is available for employee (use Telecommuting Request Form)
3. If remote work is not available, employee completes the 2022 AB84 COVID Leave Request Form and submits to department. Call Nurse Line at 800-405-9498 to report exposure and quarantine guidelines.
4. Employee must provide required documentation to support leave request (see LEAVE form)
5. Employee seeking to use SPSL paid sick leave for vaccines or boosters are limited to 24 hours or 3 days of leave for each vaccination or booster appointment and consequent side effects. Employee must submit supportive documentation or verification for the appointment and/or if leave exceeds 3 days.
6. Covered employee on an approved COVID-19 related continuous leave when the law expires on Sept. 30, 2022, can finish taking the entitled Supplemental Paid Sick Leave (SPSL) they are eligible to receive.
7. Department Executive Assistant records leave for departmental tracking.
8. Department Executive Assistant emails documentation to Leaves@stocktonca.gov with Subject: COVID Notification

Process for requesting credit to leave banks for employees' absence(s) due to COVID related leaves retroactive to JANUARY 1, 2022:

1. Employee submits 2022 AB84 COVID Leave Request Form and selects box # 5.
2. Employee provides required documentation to receive credits to their leave banks.
3. Once verified and signed by employee and manager, email to Leaves@stocktonca.gov with Subject: COVID Reimbursement.
4. HR coordinates with Payroll for COVID related absences for timely submission and processing.

Additional Guidelines:

1. Bank 1 - AB84 provides up to 40 hours of COVID related paid leave retroactive from January 1, 2022, through September 30, 2022, for full-time employees. Part-time employees' hours will be based on hours worked.
2. Bank 2 - Additional 40 hours of paid sick leave is provided to those who or whose family member test positive (family members: a child, spouse, registered domestic partner, parent, grandparent, grandchild, sibling) for full-time employees. Part-time employees' hours will be based on hours worked.
3. If employee refuses to take or show positive test results for themselves and/or family member, no additional paid sick leave will be granted.
4. At home test result pictures need to have a date, time and employee's/family member's name written next to/on the testing device.
5. At home test kits or expenses incurred to seek private medical care are not reimbursed.
6. Free testing for City of Stockton employees is available at the Curative Kiosk located at 120 W. Oak St. Appointments can be scheduled at cur.tv/Stockton or by calling 888.702.9042.



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7. COVID-19 Supplemental Paid Sick Leave Pay Codes:

Bank 1	Description	Bank 2	Description
AB84 PAID SICK - FT - (30)	Reason's 1-5 listed on the Leave form	AB84 PAID SICK FT #2 – (V9)	Reason # 6 only (testing positive)
AB84 PAID SICK - PT - (50)	P/T employees	AB84 PAID SICK PT #2 – (V8)	P/T employees
AB84 PAID SICK - 56 - (60)	Firefighter's use only	AB84 PAID SICK 56 #2 – (V7)	Firefighter's use only
For Hours Exhausted	Pull from regular sick and annual bank if needed to cover COVID related absences		
EA	F/T employees		
EB	P/T employees		
EF	Firefighters		
Worker's Comp – COVID 2022 – (W9)	Verified Worker's Comp case only		

8. For Work-related exposure, contact **Nurse Line at 800-405-9498** or send an email to our Risk Department: riskservices@stocktonca.gov or workerscompensation@stocktonca.gov