

Compensation Plan for COVID-19*Last Updated on 2/14/2022*

During the COVID-19 public health emergency, the City is committed to maintaining City employee income security to the fullest extent possible, and to providing additional resources to employees who are providing front-line services during the emergency.

Accordingly, as initially authorized in Mayor Breed's Supplemental Proclamation dated March 31, 2020, the Human Resources Director and the Director of Transportation for SFMTA service critical employees have implemented emergency leave and benefit policy changes since April 1, 2020. These policies are subject to continuing review and updates for the duration of the public health emergency. The following are summary provisions effective as of January 1, 2022, with updates:

1. **Additional City Paid Sick Leave Allocation.** Effective January 21, 2022, the City shall provide all regularly scheduled employees 80 hours of new paid sick leave to use for specified COVID-19 related reasons, which will include school/childcare closures and supervision of remote/hybrid learning arrangements required due to school closures. Part-time employees shall receive a prorated number of hours. As-Needed employees who work at DPH shall receive up to 80 hours of new paid sick leave prorated based on the average number of hours worked over the past six months. The specific pay code for this additional sick leave is 'COV'. These new balances may be used retroactive to January 1, 2022. This additional sick leave shall expire on close of business September 30, 2022. Employees cannot use COV after the expiration date. Any former balances of COV that expired on December 31, 2021, will not be reinstated.
2. **State COVID-19 Paid Sick Leave.** The City has implemented provisions in Labor Code 248.6 and 248.7, signed into law on February 9, 2022, and effective February 19, 2022. This new law is retroactive to January 1, 2022, and requires employers to provide paid sick leave for employees affected by COVID-19. Full-time employees are eligible for up to 80 hours of paid sick leave for specified COVID-19 related reasons, including school closures. The City will offset this state benefit with COV balances available since January 1, 2022. All requests for leave related to COVID-19 impacts will be processed as requests for COV. The state law expires on September 30, 2022.
3. **Paid Leave Caps.** For regularly scheduled employees who are near the maximum accruals for vacation and floating holiday but who cannot take time off during the public health emergency, the City will waive vacation leave and floating holiday caps through the duration of the declared emergency. Employees can accrue up to an additional 80 hours over the vacation maximum accrual limit through June 30, 2021. Part-time employees can accrue a prorated number of hours. Employees must use vacation and reduce their balances below the maximum accrual by June 30, 2022. Employees can roll over an additional 120 hours of floating holidays above the normal roll over limit for FY20-21 and an additional 80 hours for FY21-22. Additionally, in-lieu legal holidays earned in the fiscal years 2019-20 and 2020-21 may be carried over to the following fiscal year upon written request by the employee.
3. **Paid Administrative Leave.** For employees whose job functions must be performed in the workplace, the City will provide paid administrative leave if those employees are diagnosed with COVID-19, are seeking testing for symptoms consistent with COVID-19 infection, or must isolate or quarantine pursuant to direction of a healthcare provider or order from a federal, state or local official. For purposes of eligibility for paid administrative leave only, the City will presume employees became exposed or sick in the workplace if the symptoms or diagnoses occurs within seven (7) days of having been in the workplace. Paid administrative leave is only available during the period that employees must be excluded

from the workplace due to COVID-19. Effective 1/1/2022, employees must use any available state or City COVID-19 specific paid sick leave benefit, including the additional City Paid Sick Leave (COV) allocation, first and can supplement these benefits with paid administrative leave or other available benefits.