

October 2, 2020

TO: School of Medicine Directors of Finance & Administration

FROM: Kathleen Thompson, Executive Director
Research Management Group
klt@stanford.edu 725-0661

SUBJECT: New Supplemental Paid Leave for Eligible On-Site Employees

This is to inform you of an email communication to HRAs and HRMs from Kelly Wright (attached) regarding the additional 80 hours of paid leave to eligible essential on site employees who must leave their home or other place of residence to perform work at Stanford. The email outlines the reporting procedure for the supplemental paid leave that is available starting September 19, 2020 - December 31, 2020. Additional guidance and the FAQ can be found in [Cardinal at Work](#).

The following are the earnings code for COVID-19 SPL. These are allowed as a direct charge on sponsored projects.

CQS – COVID-19 SPL Quarantine Salaried
CQH – COVID-19 SPL Quarantine Hourly - Day
CQO – COVID-19 SPL Quarantine Hourly - Owl
CQW – COVID-19 SPL Quarantine Hourly - Swing
CSS – COVID-19 SPL Sick Salaried
CSR – COVID-19 SPL Sick Hourly

This is also a reminder to continue to remove salaries with COVID-19 non-work interim pay codes from sponsored projects for the period June 16, 2020-August 31, 2020.

We ask that you forward this memo to your Division Managers, Research Administrators, and Finance Administrators/Managers. If you, your Managers, or Administrators have any questions about the process, below are the contacts:

Department of Medicine

Nancy Lonhart at nlonhart@stanford.edu or 723-8358

All Other Departments

Donna Mahood at dmahood@stanford.edu or 723-2437

-or -

Mila Dacorro at mdacorro@stanford.edu or 498-7892

From: Kelly Wright <kelly.wright@stanford.edu>

Subject: [axesstimecardadmins] Time Reporting Procedures for New Supplemental Paid Leave for Eligible On-Site Employees

Date: September 28, 2020 at 4:39:11 PM PDT

To: "hrpeoplesoftusers@mailman.stanford.edu" <hrpeoplesoftusers@mailman.stanford.edu>, "hrm_list01@lists.stanford.edu" <hrm_list01@lists.stanford.edu>, "hradmins1@lists.stanford.edu" <hradmins1@lists.stanford.edu>, "axesstimecardadmins@mailman.stanford.edu" <axesstimecardadmins@mailman.stanford.edu>

Dear HR Community and Time & Leave Administrators,

Under a new California law, the university is providing supplemental paid leave for absences due to certain qualifying COVID-19-related reasons for employees who meet the specific eligibility requirements detailed below. Please share these details with your supervisors to ensure awareness of this interim policy to allow for leave to be provided accordingly to eligible employees.

California COVID-19 Supplemental Paid Leave Policy

California COVID-19 Supplemental Paid Leave (COVID-19 SPL) provides up to 80 hours of paid leave to essential on-site employees who must leave their home or other place of residence to perform work at Stanford (Essential On-site Employees). COVID-19 SPL is available for the qualified uses described below and is in addition to sick, vacation and other paid leave available to employees. Employees who routinely telecommute, and Essential On-site Employees who are able to perform work remotely (during periods of quarantine), are not eligible for COVID-19 SPL under this policy.

Effective Date

September 19, 2020 - December 31, 2020

Eligibility

Essential On-site Employees who are unable to perform work from home or telecommute are eligible for COVID-19 SPL. This includes regular, benefits-eligible faculty and staff (including Academic Staff-Teaching and Research) and contingent (temporary and casual) employees. Stanford is also extending COVID-19 SPL to postdoctoral scholars, graduate students with research and teaching assistantships, and student hourly workers.

Employees who are able to perform work from home or telecommute are not eligible for COVID-19 SPL. This includes when employees are required to quarantine and can perform some or all of their duties at home, even if they would work on-site if not quarantining.

Employees who are sick with COVID-19 symptoms, so are deemed unable to perform work from home or telecommute, would qualify for COVID-19 SPL. If eligible, this COVID-19 SPL would be in addition to any accrued and available sick time.

Qualifying Uses

Under the new COVID-19 SPL law, Essential On-site Employees may use COVID-19 SPL if they are unable to work, either on-site or at home during periods of quarantine, and are:

- Subject to a federal, state, or local quarantine or isolation order related to COVID-19; or

- Advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19; or
- Prohibited from working by Stanford due to health concerns related to the potential transmission of COVID-19.

Amount and Calculation of COVID-19 SPL Hours

- Full-time employee: If scheduled to work an average of at least 40 hours per week in the two weeks before the leave is taken, the employee is entitled to 80 hours of COVID-19 SPL.
- Part-time employee with a normal schedule: Stanford will offer the equivalent number of hours that the employee is normally scheduled to work over two weeks (up to 80 hours).
- Part-time employee without a set schedule: The two methods to calculate COVID-19 SPL hours in these circumstances are described in the interim policy [FAQ](#).

Timekeeping Process

COVID-19 SPL has been granted to all employees and available balances may be viewed from the Axess Timecard Leave Time tab. COVID-19 SPL will be granted to new hires on a nightly basis.

To record COVID-19 SPL, use the applicable time reporting code:

- If the employee reports that they have COVID-19 symptoms or have tested positive for COVID-19 and must self-isolate, use ‘COV Sup Paid Leave Sick’



- If the employee reports that they have been ordered to quarantine related to COVID-19, but are not sick, use ‘COV Sup Paid Leave Quar’



Usage will be deducted from the employee’s available COVID-19 SPL balance. Sick and/or Quarantine policies may apply once an employee exhausts their available COVID-19 SPL balance.

Additional Information

Read more about COVID-19 SPL, including detailed FAQ, and other interim policies on the Cardinal at Work [COVID-19 Interim Policies](#) page.

For assistance with timecard entry procedures, please submit a [support request](#).

FMS will continue to post updates related to COVID-19 on [Fingate](#).

Much appreciation to you all for your continued attention our COVID-19 interim policies, including the related time reporting entries.

Best regards,

Kelly

Kelly Wright

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Financial Management Services

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