# Covid-19 Supplemental Paid Sick Leave FAQ

## Overview

CalHR Human Resources Manual [Section 2127 - Covid-19 Supplemental Paid Sick Leave 2022](#)
- Provides information on Senate Bill 114 (SB 114) COVID-19 Supplemental Paid Sick Leave 2022.
- Provides information on Assembly Bill 152, extending Supplemental Paid Sick Leave to December 31, 2022.

## Employment History Documentation, Payroll Processing, and Benefit Calculation

### Employment History Documentation

**What is the effective date of the 215 PAR transaction at the start of the SPSL benefit?**
The effective date is the approved benefit start date.

**What date should be entered in the Remarks section of the 215 PAR transaction for SPSL?**
Enter the approved benefit start date. Enter it as "SPSL MM/DD/YY".

**What is the effective date of the 215 PAR transaction at the completion of the SPSL benefit?**
The effective date is the completion date of the SPSL benefit. The AB 152 SPSL expires on December 31, 2022, except that a covered employee taking AB 152 SPSL at the time of expiration shall be permitted to take the full amount without interruption to which the employee otherwise would have been entitled.

For example, the employee goes out on SPSL 12/27/2022 and returns 1/6/2023. The employee's 215 start date is 12/27/2022, the 215 end date is 1/6/2023.

### Payroll Processing

Payroll adjustments that cannot be keyed via PIP must be submitted on a form Std. 674 to Civil Service (CS) Payroll. The SPSL must be noted in the remarks section of the form Std. 674 and should be sent through ConnectHR upload to the "CS Payroll - Std. 674 SPSL/EPSLA/EFMLA" [dropdown](#).

The SCO CS Payroll team will process the form Std. 674 for the current pay period as a priority. All form Std.674s received for prior pay periods will be worked based on the received date.

When submitting SPSL benefit documents to SCO, you must upload as a PDF package the SPSL calculation sheet and form Std. 674.

## Calculations and the SPSL Calculator

SCO provides an [SPSL Calculator](#) to help compute:

- SPSL AB 152 (expires 12/31/2022)
- SPSL SB 114 (expires 09/30/2022)
- SPSL  SB 95 (expired 09/30/2021)
- Regular pay with or without EIDs that reduce the salary rate

The calculator's functionality includes fractional time bases. This information will be updated as new information becomes available and additional guidelines are developed, so check back regularly.

**How are holidays treated when calculating an employee's SPSL benefit?**
If the holiday falls within a block of time used for SPSL the holiday is treated as a regular workday.

**How do I use the calculator for an employee with a non-standard work schedule?**
The calculator has been updated to support calculations for employees on alternate workweek schedules (AWWS). In the calculator's AWWS field, select the desired schedule.

The calculator is not designed to calculate SPSL benefit pay for hourly employees or semi-monthly employees. Manual calculations are required for these situations.

**Why didn't I receive my full Voluntary Personal Leave Program (VPLP) accrual in the month I used the SPSL benefit?**

The VPLP accrual is based on hours paid with the exception of SPSL/ATO usage.

If you have additional questions, please contact the Statewide Customer Contact Center at (916) 372-7200.