

# Submitting a Leave Request

To facilitate accessing COVID-19 leave in our new remote work environment, we have opened the online leave request form to all staff, certificated and classified and we have modified the form to include these leave types. Classified staff already use this online request form for all leave requests. Certificated staff will now be able to use this online form for all leave types that are customarily requested using the ‘half-slip’ as well as the new COVID-19 Self and COVID-19 Care leave. The online form is accessed through the secure Employee portal from the MCOE website, “MCOE COE STAFF menu”:

**MARIN COUNTY OFFICE OF EDUCATION**  
building the future... one student at a time

OUR SITES FIND IT

HOME DISCOVER MARIN COE OUR SERVICES FOR STUDENTS FOR EDUCATORS MARIN DISTRICTS & SCHOOLS **FOR MARIN COE STAFF**

**Department Overview**  
**Department Staff Directory**  
**Job Hotline**  
**MCOE Employee Resources** (highlighted)  
 Salary Schedules  
 Benefits Information and Matrices  
 Employee Information/Resources  
 Forms  
 Commuter Benefits  
 Employee Wellness Committee  
 Formal Complaint Procedures  
 Timesheets  
 Housing Resources  
**Credentials**  
**District Certificated Resources**  
**Teacher Resources**  
**Substituting Information**  
 Fingerprinting

**MCOE EMPLOYEE RESOURCES**  
Please select from one of the following links in order to view and access document:

- Salary Schedules
- Benefits Information and Matrices
- Employee Information/Resources
- Forms
- Commuter Benefits
- Employee Wellness Committee
- Title IX
- Timesheets
- Housing Resources
- Technology Support Documentation Library

Find More For Marin COE Staff  
 Meetings Today  
 Aeries  
 AESOP  
 ESS (Employee Self Service)  
**Leave Request** (highlighted)  
 MCOE Email  
 Timesheet  
 MCOE Work Order  
 Secure HR  
 Meeting Room Manager (Resource Scheduler)  
 SEIS  
 Employee Resources  
 SLT Blog

PERSONNEL

If the reason for the leave relates to COVID-19 per the chart below, you can select “COVID-19 Self” or “COVID-19 Care”:

EDIT

Save Close Paste Cut

Commit Clipboard

Select...

- Vacation
- Sick Leave
- Personal Necessity
- Bereavement
- COVID19-Self
- COVID19-Care
- Jury Duty
- Other (Specify)
- Leave Without Pay

Marin County Office of Education  
**Request for Leave**

Name	Location	Form Status	Date
Castro, Dane	Information Services	Forward to Supervisc	
First Approval	Terena Mares		
Second Approval			
Third Approval			
Fourth Approval			

Leave Begin Date	Leave End Date	Hours	Comments
Select...			

EDIT LINKS

## Leave Requests and Timesheets

If you are not able to work remotely and one of the reason identified below apply, complete a leave request and your timesheet (classified)/ report of absence (certificated/ admin) as noted below.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	<b>Employee is subject to a quarantine or isolation order related to COVID-19 by federal, state, or local government</b>	<b>Employee has been advised to self-quarantine related to COVID-19 by a healthcare provider</b>	<b>Employee is attending an appointment to receive a vaccine for protection against contracting COVID-19</b>	<b>Employee is experiencing symptoms related to a COVID-19 vaccine that prevent them from working or teleworking</b>	<b>Employee is experiencing COVID-19 symptoms and seeking medical diagnosis</b>	<b>Employee is caring for an individual who is subject to (1) or (2)</b>	<b>The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises</b>
<b>Leave Request Type</b>	COVID19-Self	COVID19-Self	COVID19-Self	COVID19-Self	COVID19-Self	COVID19-Care	COVID19-Care
<b>Time Sheet/Report of Absence field to mark:</b>	Other (note: COVID19-Self)	Other (note: COVID19-Self)	Other (note: COVID19-Self)	Other (note: COVID19-Self)	Other (note: COVID19-Self)	Other (note: COVID19-Care)	Other (note: COVID19-Care)

# SICK WITH COVID-19?



STAY HOME



GET PAID  
TIME OFF

YOU MIGHT BE ABLE TO TAKE UP TO  
80 HOURS OF PAID SICK LEAVE



GET BETTER



GO BACK TO WORK

For more information visit: [bit.ly/LCOPSL](https://bit.ly/LCOPSL)

# **2021 COVID-19 Supplemental Paid Sick Leave**

Effective March 29, 2021

Covered Employees in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

A covered employee may take leave if the employee is unable to work or telework for any of the following reasons:

- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

## **Paid Leave for Covered Employees**

- 80 hours for those considered full-time employees. Full-time firefighters may be entitled to more than 80 hours, caps below apply.
  - For part-time employees with a regular weekly schedule, the number of hours the employee is normally scheduled to work over two weeks.
  - For part-time employees with variable schedules, 14 times the average number of hours worked per day over the past 6 months.
- Rate of Pay for COVID-19 Supplemental Paid Sick Leave: Non-exempt employees must be paid the highest of the following for each hour of leave:
  - Regular rate of pay for the workweek in which leave is taken
  - State minimum wage
  - Local minimum wage
  - Average hourly pay for preceding 90 days (not including overtime pay)
- Exempt employees must be paid the same rate of pay as wages calculated for other paid leave time.

**Not to exceed \$511 per day and \$5,110 in total for 2021 COVID-19 Supplemental Paid Sick leave.**

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited. A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the office by looking at the [list of offices on our website](http://www.dir.ca.gov/dlse/DistrictOffices.htm) (<http://www.dir.ca.gov/dlse/DistrictOffices.htm>) using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.



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