This is true if you are:

- sick with COVID-19,
- have been exposed to COVID-19 or have symptoms,
- have been ordered to quarantine, or
- need time off to get a vaccine or recover from a vaccine.

This chart explains the rights you have to leave and pay related to COVID-19. The following pages explain how to access this leave and pay and offer additional tips. For information about leave and pay if you need to care for a child or an ill family member, check out Caregiving, COVID-19 + My Job: A Practical Guide.

All of these rights and protections, except for Unemployment Insurance, are available regardless of immigration status.

<table>
<thead>
<tr>
<th>Law</th>
<th>Because they provide for</th>
<th>Here’s what to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA COVID-19 Supplemental Paid Sick Leave</td>
<td>2 weeks job-protected paid sick leave if subject to quarantine or isolation order, advised by health care provider to quarantine, experiencing symptoms and seeking a diagnosis, attending a vaccination appointment, or recovering from vaccination</td>
<td>Request from your employer</td>
</tr>
<tr>
<td>CA Paid Sick Days</td>
<td>Job-protected paid sick leave accrued at a rate of 1 hour for every 30 hours worked</td>
<td>Request from your employer</td>
</tr>
<tr>
<td>CFRA</td>
<td>12 weeks job-protected leave if seriously ill (can be taken intermittently)</td>
<td>Request from your employer</td>
</tr>
<tr>
<td>California Family Rights Act</td>
<td>Continuation of health benefits</td>
<td>Go to dfeh.ca.gov</td>
</tr>
<tr>
<td>CA Fair Employment &amp; Housing Act</td>
<td>Reasonable accommodations or changes to the way you do your job. Can include transfer, remote work, or job-protected leave</td>
<td>Request from your employer</td>
</tr>
<tr>
<td>Americans with Disabilities Act</td>
<td></td>
<td>Go to legalaidatwork.org</td>
</tr>
<tr>
<td>State Disability Insurance</td>
<td>Up to 60% or 70% of weekly wages, depending on income, for a max. of 52 weeks (no waiting period if have COVID-19 diagnosis)</td>
<td>Apply at <a href="http://www.EDD.ca.gov">www.EDD.ca.gov</a></td>
</tr>
<tr>
<td>Unemployment Benefits</td>
<td>$40 to $450 per week for up to 99 weeks - 26 weeks (traditional CA weekly benefit max) + 53 weeks (extensions provided under new COVID-19-related federal laws) + 20 weeks (extended benefits while unemployment rate is above a certain rate) plus additional $300 weekly</td>
<td>Apply at <a href="http://www.EDD.ca.gov">www.EDD.ca.gov</a></td>
</tr>
</tbody>
</table>
Practical Tips for COVID-19 LEAVE and PAY

Below is an example of how a worker can receive leave and pay if they have been exposed to and/or diagnosed with COVID-19. Following the example are answers to frequently asked questions.

Sandra is exposed to and diagnosed with COVID-19 and needs time off and pay.

<table>
<thead>
<tr>
<th>CA COVID SPSL</th>
<th>CA PSD</th>
<th>CFRA</th>
<th>DI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEAVE TYPE</strong></td>
<td><strong>TIME</strong></td>
<td><strong>BENEFIT</strong></td>
<td><strong>TIME</strong></td>
</tr>
<tr>
<td>California Supplemental Paid Sick Leave</td>
<td>2 weeks</td>
<td>Full pay $</td>
<td>up to 52 weeks</td>
</tr>
<tr>
<td>California Paid Sick Days</td>
<td>3 days</td>
<td>Full pay $</td>
<td></td>
</tr>
<tr>
<td>California Family Rights Act</td>
<td>12 weeks</td>
<td>Job protection $</td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

In 2018, Sandra is hired at a grocery store with 28 employees. She works full time.

On a Sunday night in 2021, Sandra has dinner with her cousin. On Monday night, she learns that her cousin has been diagnosed with COVID-19. She asks her manager for paid leave to quarantine. CA COVID-19 Supplemental Paid Sick leave (CA COVID SPSL) provides her with JOB PROTECTION and FULL PAY for 2 weeks.

Because Sandra still needs more time off, she uses her California Family Rights Act Leave (CFRA) for JOB PROTECTION (lasts up to 12 weeks) and applies to EDD for Disability Insurance (DI) (lasts up to 52 weeks) for PARTIAL PAY.

Sandra recovers fully and returns to work.
Frequently Asked Questions

Who should I ask?
Ask your employer (Human Resources or a manager) for time off and pay.

How can I ask?
You can ask orally or in writing. If you ask in person or over the phone, follow up with a written note, email, or text. You can find a sample written request below.

What information should I include in my request?
Include how much time off work you think you will need and why you need time off. If this changes, update your employer.

Do I need to include a doctor’s note?
You do not need to include a doctor’s note for paid sick leave but may need to provide a medical certification for CFRA leave.

When should I ask?
As soon as you are able to ask, once you know that you need time off.

What if my employer says no or refuses to pay me?
You employer is required to pay you if you qualify for COVID-19 Supplemental Paid Sick Leave or California Paid Sick Days.

If your employer refuses to pay you for your paid sick leave, you should contact your local Labor Commissioner’s Office to file a claim for owed wages. Find their information at dir.ca.gov/dlse/DistrictOffices.htm or by calling 1-833-526-4636.

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• If your employer refuses to permit you to take paid sick leave, you can file a report of a labor law violation with the Labor Commissioner’s Office (more information at https://www.dir.ca.gov/dlse/OwToReportViolationtoBOFE.htm).

What if I already took sick leave in 2021 but wasn’t paid?
You can request pay for time off you took from January through March 2021. You should ask someone in Human Resources or your manager. If you request pay for earlier unpaid time off orally, follow up with a note, text, or email. You can find a sample written request below.

What should I do when I am ready to return to work?
Be sure to keep your employer informed of your expected return date, providing as much notice as you can. Confirm your return date the business day before your return.

What if I am undocumented?
Undocumented workers can qualify for all of these protections except Unemployment Insurance Benefits. Check out this guide for information on how to apply for Disability Insurance (DI) or Paid Family Leave if you are undocumented.

What if I run out of paid sick leave and want to be paid for days I cannot work?
After you use up your paid sick leave, the CFRA may provide additional job protection. Disability Insurance (DI), available through the Employment Development Department (EDD), may provide partial pay. Ask your employer for CFRA leave. Apply to the EDD (edd.ca.gov) for DI benefits.

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This information is current as of May 2021. If you have questions about your right to COVID-19 Supplemental Paid Sick Leave, contact Legal Aid at Work’s Work and Family Helpline at (800) 880-8047. Legal Aid at Work cannot ensure this information is current or be responsible for any use to which it is put.
Sample Request Letters for COVID-19 Sick Leave & Pay

COVID-19-RELATED LEAVE AND PAY

[DATE]

Dear [EMPLOYER],

I am requesting COVID-19 Supplemental Paid Sick Leave from [DATE] to [DATE].

I need paid sick leave because: [Mark all applicable]
- [ ] I have been instructed to quarantine
- [ ] I have COVID-19 symptoms and am seeking a diagnosis
- [ ] I am getting a COVID-19 vaccine
- [ ] I am recovering from a COVID-19 vaccine.

Please let me know if you have questions. I can be reached at [PHONE NUMBER OR EMAIL].

Thank you,

[NAME]

PAST COVID-19-RELATED LEAVE AND PAY

[DATE]

Dear [EMPLOYER],

I am requesting COVID-19 Supplemental Paid Sick Leave for the time I was on leave from [DATE] to [DATE] because: [Mark all applicable]
- [ ] I had been instructed to quarantine
- [ ] I had COVID-19 symptoms and was seeking a diagnosis
- [ ] I was getting a COVID-19 vaccine
- [ ] I was recovering from a COVID-19 vaccine.

Please let me know if you have questions. I can be reached at [PHONE NUMBER OR EMAIL].

Thank you,

[NAME]