

Supplemental Paid Sick Leave (SPSL) Supplemental Paid Benefit Leave (SPBN)

Payroll Administration Branch

March 17, 2022

Supplemental Paid Sick Leave (SPSL) / Supplemental Paid Benefit Leave (SPBN)



The 2022 COVID-19 Supplemental Paid Sick Leave Act (SPSL) will provide paid sick leave to eligible school employees who are unable to work or telework for specified reasons related to COVID-19. These provisions are applicable from January 1, 2022 through September 30, 2022.

All District employees working full-time or part-time, substitutes, professional experts, return retirees, paid interns, paid student workers, and temporary workers are eligible for SPSL/SPBN. Board members and PC members(3YYX and 3PYX) are not eligible.

Covered employees are entitled to up to 40 hours of SPSL benefit for specific 2022 COVID-19 related paid sick leave from January 1, 2022 through September 30, 2022, and up to 40 hours of SPBN benefit when the employee or employee's family member tests positive for COVID-19.

Please refer to the following Policy Bulletin on the Resources and Forms page of the Risk Management & Insurance Services website under the Integrated Disability Management (IDM) Branch, Absence Management Unit, and Protected Leaves & Absences (PLA) Section for more details regarding the COVID-19 Supplemental Paid Sick Leave Act.

- [BUL - 122901.0 2022 COVID-19 Supplemental Paid Sick Leave Act Policy](#)
- [2022 COVID-19 Supplemental Paid Sick Leave Poster](#)

The applicable 2022 SPSL/SPBN absence certification form can be found on the Payroll Administration website under Payroll Forms or by selecting the following link.

- [2022 SPSL Absence Certification Request Form](#)

This job aid provides step by step instructions on how to report the Absence type **SPSL (Supplemental Paid Sick Leave) and SPBN (Supplemental Paid Benefit Leave)** for eligible classified and certificated employees.

Please Note:

- SPSL/SPBN time is a protected absence.
- Employee is entitled up to a maximum of 40 hours of SPSL benefit for specific 2022 COVID-19 related paid sick leave from January 1, 2022 through September 30, 2022, and up to 40 hours of SPBN benefit when the employee or employee's family member tests positive for COVID-19 (See BUL-122901.0)
- SPSL/SPBN can only be reported on basis days (scheduled workdays) and on Z-days
- An oral or written request for SPSL/SPBN benefits must be documented on the "Certification/Request for Absence for 2022 COVID-19 Supplemental Paid Sick Leave Act" (Form No. SPSL.02)
- SPSL/SPBN hours will only be processed during scheduled payroll runs
- SPSL/SPBN hours must be reported and approved by the cut-off dates per the payroll calendars for Certificated (CE), Classified (CL), and Semi-Monthly (SM)
- Time keepers may not report SPSL/SPBN for Board members and PC members

Use the following instructions to time report **SPSL/SPBN** absences. The instructions begin from the **Time Sheet: Data Entry View**.

The cost center will default to your assigned profile.

1. From the Drop-Down, select the appropriate Data Entry Profile.
2. Enter Personnel Number.
3. Key date will "Default" to Current Date. Change if necessary.
4. Select Enter Times.

Time Sheet: Initial Screen

4. Select Enter Times

Data Entry

Data Entry Profile: AA-HRS-1 (1. Select Entry Data Profile: AA-HRS-1)

Key date: 01/01/2022 (3. Change the Key date if necessary)

Personnel Selection

Personnel Number: [] (2. Enter Personnel Number)

The Time Sheet: Data Entry View will display. Update the time sheet as needed.

5. Click on the match code then select the A/A Type.
6. Enter the hours, then press enter to validate.
7. Enter the funding line, if needed.
8. Click Save.

Time Sheet: Data Entry View

8. Click save

Person ID: [] Job: 24102500 SCH ADM AST / SC Cost Center: 010-0000 Fund: 0000-2700-13027 Percent...: 100.00

Assignment Hrs.: 8.00

WS rule: 1E_08JBB TM status: 9

Payroll area: SM Personnel area: 1SXX Pers. subarea: ESXX EE group: C EE subgroup: RI Average Benefit Hours: 0.00

DWS: OFF OFF Z0 Z0 Z0 Z0 Z0 OFF OFF 8 8 8 8 8 OFF

Personnel Number: [] Cost Ctr: 1586301

Data Entry Period: 01/01/2022 - 01/15/2022 Week: 52.2021

LT	A/A...	Wag...	MU	P...	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	Rec. Cctr	RecFund	Rec.FuncAr
	H				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00			
	H				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	SPSL															8	8	8				

5. Select or type the A/A Type (SPSL/SPBN)

6. Enter the hours

7. Enter the funding line, if needed

Note: The system will check the SPSL/SPBN eligibility and entitlement of an employee and will give an error message if employee does not meet the eligibility or if reported over the maximum entitlement.

The chart below explains some of the common SPSL/SPBN error messages:

Error Message			Description
Status	Type	Error Message	Unable to report more than 40 hours of SPSL.
	E	FT employees cannot report more than 40 hrs of SPSL	
Status	Type	Error Message	Unable to report more than 40 hours of SPBN.
	E	FT employees cannot report more than 40 hrs of SPBN	
Status	Type	Error Message	Unable to report more than 30 hours of SPSL (5 x 6).
	E	PT employees cannot report more SPSL hrs than	
	E	5 days of Assignment hrs 6.00 hrs (5 * 6.00 = 30.00)	
Status	Type	Error Message	Unable to report more than 30 hours of SPBN (5 X 6).
	E	PT employees cannot report more SPBN hrs than	
	E	5 days of Assignment hrs 6.00 hrs (5 * 6.00 = 30.00)	
Status	Type	Error Message	Unable to report more than 20 hours of SPSL (5 x 4).
	E	PT employees cannot report more SPSL hrs than	
	E	5 days of Assignment hrs 4.00 hrs (5 * 4.00 = 20.00)	
Status	Type	Error Message	Unable to report more than 20 hours of SPBN (5 x 4).
	E	PT employees cannot report more SPBN hrs than	
	E	5 days of Assignment hrs 4.00 hrs (5 * 4.00 = 20.00)	
Status	Type	Error Message	Unable to report more than 15 hours of SPSL (5 x 3).
	E	PT employees cannot report more SPSL hrs than	
	E	5 days of Assignment hrs 3.00 hrs (5 * 3.00 = 15.00)	
Status	Type	Error Message	Unable to report more than 15 hours of SPBN (5 x 3).
	E	PT employees cannot report more SPBN hrs than	
	E	5 days of Assignment hrs 3.00 hrs (5 * 3.00 = 15.00)	
Status	Type	Error Message	The 24 hours reported exceeds the maximum SPSL/SPBN hours of 20.
	E	Absence hrs 24.00 for period 01/03 to 01/16 exceed limit 20.00. See desc.	
Status	Type	Error Message	Only able to report maximum SPSL hours of 8.12 (7 x 1.16).
	E	Cannot report SPSL more than 7 days of avg daily hrs of 1.16 hrs.	
	E	Avg hrs are calculated per SB95 statute.	
	E	(7 * 1.16 = 8.12)	
Status	Type	Error Message	Only able to report maximum SPBN hours of 8.12 (7 X 1.16).
	E	Cannot report SPBN more than 7 days of avg daily hrs of 1.16 hrs.	
	E	Avg hrs are calculated per SB95 statute.	
	E	(7 * 1.16 = 8.12)	