Peralta Community College District

333 East 8th Street • Oakland, California 94606 • (510) 466-7200

COVID-19 SICK LEAVE REPORTING

Please complete if you were absent due to COVID-19. You must include all supporting verification documents.

NOTICE EFFECTIVE January 10, 2022, to June 30, 2022:

As part of our safe Return to Campus, the Peralta Community College District is making available 56 hours of supplemental COVID-19 sick leave for employees who are working on campus. Individuals working on campus who become sick with COVID-19 now (effective January 10, 2022) will have 56 hours of additional sick leave available in addition to the regular sick leave allotment.

This supplemental sick leave is only available for individuals who are working on campus (including the four college campuses and the District office), meaning that individuals working remotely are not eligible for the supplemental COVID-19 sick leave. If you have any questions about this supplemental sick leave, please contact the Human Resources Department at hr@peralta.edu.

In order to process hours covered as COVID-19, it is required that you select one of the options below.

Please check the appropriate reason for your absence. If more than one applies, please submit multiple forms with only one reason checked per form. You will be required to submit verification documents for the selected reason.

_____ Advised by a health care provider to self-quarantine due to concerns related to COVID-19

_____ Experienced symptoms of COVID-19 and sought medical diagnosis

_____ Cared for an individual who was self-quarantined due to concerns related to COVID-19

Employee Name: _____   Employee Signature: _____   Date: _____

Benefits Manager Name: _____   Benefits Manager Signature: _____   Date: _____