



**William D. Gore, Sheriff**

**San Diego County Sheriff's Department**

Employee Relations Bulletin

March 2020

## **Pandemic Advanced Credit Leave Guidelines**

The County Board of Supervisors (BOS) implemented Pandemic Leave, which increases the number of hours advanced for all represented and non-represented employees from 80 to 120 hours. For Sheriff Employees this includes all permanent full-time employees. Sheriff Payroll will be utilizing a various Pandemic Leave pay codes during the pandemic. A Payroll Training Bulletin will be distributed shortly that discusses how to use the various Pandemic Leave pay codes. See below regarding use of Pandemic Leave.

1. Employees who are ill with flu-like symptoms, as defined by the CDC, and have exhausted all leave balances, may request and shall be advanced up to 120 hours of sick leave per fiscal year. At no time shall an employee have a negative sick leave balance that exceeds the maximum of 120 hours.
2. The advanced sick leave credits are treated like regular sick leave and can be taken in units of 1/10 of an hour for either the employee or the care of an employee's immediate family member as defined in the MOA.
3. Advanced sick leave credits cannot be used in conjunction with Voluntary Time Off.
4. Once an employee returns to work and begins accruing sick leave, the credit for the new sick leave hours will reduce the negative sick leave balance before any positive hours are credited.
5. If an employee separates from County Services and is at negative sick leave balance, the employee will be required to repay the sick leave from their final pay out.
6. This leave shall not be available to any employee currently on an approved leave of absence, such as, FML, PDL, etc.

For more information, refer to Compensation Ordinance 4.2.2 (c) (4), [Pandemic Advanced Credit Leave](#)