

COVID-19 Paid Leave Hours - California

1. What are COVID-19 paid leave hours?



COVID-19 paid leave hours are available if you are an employee on the Kaiser Permanente payroll and you have been unable to work or telework for any of the following reasons:

- COVID-19 positive test: You or a family member you are caring for tested positive for COVID-19, and you are unable to work or telework.
- Vaccine-related: You are attending a vaccine appointment for yourself or a family member or cannot work or telework due to your or your family member's vaccine-related side effects.
- Quarantine or isolation: You are required to quarantine or isolate related to COVID-19 according to public health order or guidance or health care provider advice, or you are caring for a family member who is required to quarantine or isolate.
- Symptoms of COVID-19: You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis, but you have not yet tested positive.
- School or place-of-care closure: You are caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

Kaiser Permanente pays for this time off. This updated program covers absences between January 1, 2022, and September 30, 2022. If you are already on COVID-19 paid leave as of September 30, 2022, you may continue using any available COVID-19 paid leave through October 31, 2022, while you remain unable to work or telework due to COVID-19 qualifying reasons.

2. Who is considered a "family member" for whom I can provide care and receive this COVID-19 paid leave?



You may request this paid leave to care, as described above, for a family member who is your:

- Child (including biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status)
- Parent and parent-in-law (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child)
- Spouse or registered domestic partner
- Grandparent or grandchild
- Sibling

This also applies to caring for a "child" whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

3. To prove I'm eligible for COVID-19 paid leave, do I need to take a laboratory-confirmed PCR test, or is a rapid antigen test enough?



Either type of test is adequate for purposes of determining eligibility for COVID-19 paid leave hours.

4. What should I do if I believe I've been in close contact with an individual with COVID-19?



If you believe you've been in close contact with someone with COVID-19, it is important that you immediately self-isolate, contact your manager, and follow

regional protocols to get assessed for confirmed close contact. If you do not know how to get an assessment, ask your manager for assistance. Depending on your region, it may be through Employee Health, Infection Prevention, or a regional/local COVID-19 support line.

CDC guidelines may also change, so if you have concerns that you've been in close contact to COVID-19, tell your manager and follow your regional protocols for an assessment.

5. What are considered "new or unexpected COVID-19 symptoms"?



Symptoms that are considered COVID-19 related may vary from time to time depending on recommendations from the Center for Disease Control ("CDC") or other public health authorities, and may consist of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

"New or unexpected" symptoms are those that you have experienced in the past 48 hours and are not known to be due solely to non-COVID-19-related causes. If

you experience new or unexpected symptoms, do not enter a KP facility or location for work. Inform your manager, self-isolate, and immediately follow your regional protocol (e.g., Employee Health, Infection Prevention, regional/local COVID-19 support line, or other assessor) for assessment as to whether it's safe for you to work. If you're experiencing significant symptoms, seek immediate medical attention.

6. How do I know how to get an assessment through my regional protocol?



If you do not know who to contact for an assessment, ask your manager for assistance.

7. How do I request COVID-19 paid leave hours?



If you meet the eligibility requirements to receive COVID-19 paid leave hours, you may request COVID-19 paid leave hours by completing a COVID-19 paid leave [attestation](#) certifying that you meet the eligibility requirements. This will generate a notice to your manager regarding your request.

8. Who is eligible for the COVID-19 paid leave benefit?



All active Kaiser Permanente employees who work in California and are unable to work or telework due to qualifying COVID-19 related reasons are eligible for the California COVID-19 paid leave hours benefit, regardless of whether they work onsite or remotely (telework). The benefit is now available to:

- Full-time and part-time employees
- Employees working fewer than 20 hours per week
- Temporary and on-call employees
- Executives

9. I work remotely from my home outside of California, but I am assigned to a California region (or executive, Program Offices, or IT). Am I eligible for this benefit?



No. You must physically be located in California while working to be eligible for this COVID-19 paid leave benefit.

10. My time off benefits are administered by my union trust, not Kaiser Permanente. Am I eligible for COVID-19 paid leave hours?



Yes, you are eligible for COVID-19 paid leave hours. Contact your union trust for information on how to receive this benefit through the trust.

11. Can I take this leave if I have symptoms of COVID-19 and have been tested, but not yet confirmed, as positive for COVID-19? What if I am waiting to be tested or assessed for COVID-19?



Yes. Starting from the day you are sent home, you may receive COVID-19 paid leave hours during the time you are waiting to be tested for COVID-19, awaiting COVID-19 test results, or awaiting a health and safety assessment.

12. What if I am still not well after I have exhausted all my COVID-19 paid leave hours?



You may use sick leave or other time off after using these COVID-19 paid leave hours. If the additional time off you need is related to a workplace exposure, you may be eligible for Workers Compensation benefits or "exclusion pay" according to provisions of the California Division of Occupational Safety and Health (known as Cal/OSHA). Please contact your manager to ask if you are eligible for exclusion

pay, and request sick leave or other available time off in accordance with existing policies, procedures, or collective bargaining agreements.

13. How many COVID-19 paid leave hours am I eligible for?



You are eligible for COVID-19 paid leave hours based on how you need them:

- Up to 40 hours of COVID-19 paid leave total may be used if you or a family member you are caring for tested positive for COVID-19, and you are unable to work or telework.
- Up to 40 hours of COVID-19 paid leave total may be available for the following reasons:
 - Vaccine-related: You are attending a vaccine appointment for yourself or a family member or cannot work or telework due to your or your family member's vaccine-related side effects.
 - Quarantine or isolation: You are required to quarantine or isolate related to COVID-19 according to public health order or guidance or health care provider advice, or you are caring for a family member who is required to quarantine or isolate.
 - Symptoms of COVID-19: You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis, but you have not yet tested positive.
 - School or place-of-care closure: You are caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

- You may not exceed 80 hours in total COVID-19 paid leave between January 1, 2022, and September 30, 2022. If you are not a full-time employee, you may have fewer total hours available to you.

14. How many COVID-19 paid leave hours am I eligible for if I first have to isolate/quarantine and later test positive for COVID-19?



If you first cannot work or telework due to quarantine or isolation or symptoms of COVID-19, you may request up to 40 hours of paid leave. If you later test positive for COVID-19, you are eligible for up to an additional 40 hours of paid leave. You should inform your manager of the reasons for each type of paid leave and complete an [attestation](#) for each pay period for which you are requesting COVID-19 paid leave. You may not receive more than 80 hours of COVID-19 paid leave for any reason between January 1, 2022, and September 30, 2022.

15. If I'm part time and qualify, can I receive up to the full 80 hours maximum COVID-19 paid leave benefit?



The number of COVID-19 paid leave hours available to you will be based on your compensated hours shown on your pay statement for your last full week before your absence. So, if you are a part-time employee with a regular schedule, you are eligible for up to your regular weekly scheduled hours. However, if you work variable hours (for example, on call and per diem), the number of hours available will be based on your average weekly hours. For example, if your average weekly number of hours worked is 18 hours, you are eligible for up to 18 hours.

16. I took some COVID-19 paid leave hours in 2021. If I test positive or otherwise meet the requirements in 2022, are more COVID-19 paid leave hours available to me?



Yes. The maximum number of hours available to you is new as of January 1, 2022, based on your available hours as described in the Benefits Summary.

17. Can I use these COVID-19 paid leave hours if I work at home full-time?



Yes. If you work in California and work remotely temporarily or permanently, these hours are available to you only if you are unable to telework, for time you take off for eligible reasons between January 1, 2022, and September 30, 2022. If you are on COVID-19 paid leave on September 30, 2022, you may use any available hours through October 31, 2022.

18. My local area was subject to a general stay-at-home order. Can I use these COVID-19 paid leave hours for paid leave while I'm complying with the order?



No. A general stay-at-home order is not considered a required quarantine or isolation period for purposes of receiving this benefit.

The State of California considers a quarantine or isolation period for purposes of the COVID-19 leave benefit to be "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."

19. If I have a "hybrid" schedule where I work at home some days and work at a KP facility other days, what happens if I experience COVID-19 related symptoms or have one of the other risk factors?



Work with your manager to discuss whether you can work from home on a full-time basis until your health status is cleared. If symptoms are significant enough that you cannot work altogether, or if you cannot be accommodated with remote work at home until you are cleared to return to work at a KP facility, then you are eligible to apply for COVID-19 paid leave hours.

20. I took time off last week and didn't work any hours. How many COVID-19 paid leave hours am I eligible for?



We will look at your compensated hours in your most recent paid period to determine how many COVID-19 paid leave hours you're eligible for. For example, if you were on paid vacation the prior week, those vacation hours would be compensated hours and would count for purposes of determining the number of COVID-19 paid leave hours you may be eligible to receive.

21. If my family member has tested positive for COVID-19, can I use these COVID-19 paid leave hours to care for them?



Yes. COVID-19 paid leave hours are available to employees who work in California and take time off to care for family members between January 1, 2022, and September 30, 2022. If you are on COVID-19 paid leave on September 30, you may use any available hours through October 31, 2022.

22. If I am eligible for COVID-19 paid leave hours, do I have to take vacation, sick leave, PTO, or ETO first?



No. You should use these COVID-19 paid leave hours first instead of vacation, sick leave, PTO, or ETO.

23. What if I'm exposed to COVID-19 in the workplace and test positive?



If you were exposed in the workplace, you may be eligible for exclusion pay, as well as other pay through Workers' Compensation in addition to COVID-19 paid leave hours. You may (but are not required to) use your COVID-19 paid leave hours first, and should contact your manager to determine whether you are eligible

for exclusion pay according to Cal/OSHA provisions. Your manager should also file a Supervisor's First Report of Injury (SFR).

24. What happens to my employee benefits when I'm taking COVID-19 paid leave hours?



You continue to receive your employee health and welfare benefits while you're taking COVID-19 paid leave hours.

25. I live in California. Why did I receive a statement of my COVID-19 paid leave hours?



Recent California law requires employers to provide statements of paid COVID-19 leave hours already used. The amount shown reflects any hours you may have used already under the Kaiser Permanente COVID-19 paid leave hours benefit for 2022.

26. I have other questions.



Please Contact:

877-457-4772

Hours of operation: Monday through Friday, 7 a.m. to 6 p.m Pacific time