

To: Student Hiring Managers

Date: February 21, 2022

Dear Student Hiring Managers,

Thank you for the continuous support you have shown to student employees. Please note the policies and guidelines contained herein are subject to change and the University will communicate updates to the community as needed.

2022 COVID-19 Supplemental Sick Leave

California employees (including student, adjunct, part-time, and temporary employees) are entitled to supplemental paid sick time for sick leave related to COVID-19, available retroactively beginning January 1, 2022. Employees who were absent from work due to a qualified reason (see below) on or after January 1, 2022, may amend their time records to use the "Covid Sick" pay code in place of the code previously used to report time off. Additional information is available for you [here](#).

Qualifying Reasons For COVID Sick Pay:

- **Caring for Yourself:** The student employee is subject to a quarantine or isolation period related to COVID-19, or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- **Caring for a Family Member:** The student employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

- **Vaccine-Related:** The covered employee or a qualifying family member is attending a vaccine appointment or cannot work or telework due to vaccine-related side effects.

All student employees have received **20 hrs of COVID Sick** in Kronos, students may also [apply](#) for an additional 20 hrs of COVID Sick if they recently tested positive for COVID-19 or are taking care of a family member who has tested positive for COVID-19. Any students who missed work for the qualifying reasons above since January 1st are entitled to utilize COVID Sick. Please work with these students to submit [paper time cards](#) indicating the amount of hours missed for these qualifying reasons.

Attached is a sample time card with COVID Sick Leave indicated for hours back in January. Please ensure each time card is completed fully (with all sick hours and hours worked indicated) and signed by both the student and their supervisor. All completed time cards can be sent to student.employment@pepperdine.edu. We cannot accept incomplete time cards and any incomplete documents will be returned.

Lastly, we have attached the Bi-Weekly Payroll Schedule, for your reference.

Please reply to this email with any questions.

Best regards,



Student Employment Team

Student Employment Office

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