Good morning,

Please refer to the following additional instructions regarding attendance and use of leave time.

As a follow-up to the CEO Court Alert announcement that went out on Wednesday, March 18, 2020, employees who, as a result of the COVID-19 pandemic, elect to not report to work as a precautionary measure may do so but must use their own leave time.  These employees will follow different leave time coding from employees impacted by COVID-19-related school, child and elder care closures and employees age 65+ or with serious health conditions.  The following is a summary of how the various groups should code leave time.

School, Child and Elder Care Closures & Employees age 65+ or with Serious Health Conditions

Per the instructions sent on March 13, 2020, Court staff who are impacted by COVID-19-related school, child care, elder care closures, Court staff who are 65+, or who have serious health conditions, should be prioritized for telework, where available.

If telework is not available, these staff must first use their Sick 100% Leave (for employees covered by the Options, Choices, and Flex benefit plans) or Non-Elective Leave (for MegaFlex employees) and then use Paid Administrative Leave only when their Sick 100% or Non-Elective Leave balances are completely exhausted.

Employees Directed to Quarantine by their Medical Provider or a Public Health Agency

Employees who have been directed by a public health agency or their medical provider to quarantine must use their Sick 100% leave (for employees covered by the Options, Choices, and Flex benefit plans) or Non-Elective Leave (for MegaFlex employees) for the quarantine period until cleared to return to work.

Any employee directed to quarantine by a medical provider or public health agency who exhausts their Sick 100% leave or Non-Elective Leave during the directed quarantine period will be placed on paid Administrative Leave until the end of the quarantine period and/or they are cleared to return to work by their health care provider.

Because the situation is fluid, quarantine directions may change. Questions regarding quarantine should be directed to Disability and Leave Management (DLM).

Employees Who Do Not Fit A Category Above

Employees who do not fit a category above but opt to not report to work must use their accrued leave time or unpaid leave. The use of paid administrative leave is not authorized for these employees.

Leave Codes

Employees who are either impacted by school, child and elder care closures, who are age 65+ or with serious health conditions, or who are directed to self-quarantine by their medical provider or a public health agency should be coded with Administrative Leave (033) when their Sick 100% (011) or Non-Elective Leave (003) time is exhausted.

Employees who are not eligible for Administrative Leave may use any available leave time to cover their COVID-19 related absences.

For employees who are working directly on projects related to COVID-19, specialized timesheet coding instructions and an activity log will be sent out shortly.

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