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Dear Victor Valley College Employees:

Effective March 29, 2021, employers are required to announce and post the New COVID-19 Supplemental Paid Sick Leave. The State of California SB95 notice advises employees affected by COVID-19 of their rights to benefits under the Supplemental Paid Sick Leave. This notice to employees has been posted to the VVC website at [http://www.vvc.edu/offices/human\\_resources/COVID.shtml](http://www.vvc.edu/offices/human_resources/COVID.shtml) and attached to this message for your review.

The Supplemental Paid Sick Leave requires employers to provide their employees with supplemental paid sick leave for specified reasons related to COVID-19. These provisions will apply from January 1, 2021 through September 30, 2021. The notice defines the paid leave entitlements, eligibility, and the qualifying reasons for leave related to COVID-19. In order to utilize these leaves, an employee must complete the certification and request forms, which are located on the VVC website at [http://www.vvc.edu/offices/human\\_resources/COVID.shtml](http://www.vvc.edu/offices/human_resources/COVID.shtml). An employee must provide notice to their employer of the need to use Supplemental Paid Sick Leave as soon as practicable. Supplemental Paid Sick Leave applies **retroactively** to January 1, 2021. Please notify Nonnie Compton in the office of Human Resources if you have used any of your own accrued leave after January 1, 2021 for COVID-19 related reasons.

Eligibility for this new Supplemental Paid Sick Leave includes attending an appointment to receive a COVID-19 vaccine and experiencing symptoms related to a COVID-19 vaccine that prevents the employee from being at work.

From January 1, 2021 through September 30, 2021, eligible employees can take Supplemental Paid Sick Leave for any of the qualifying reasons listed on the notice. An employee is entitled to up to 80 hours of Supplemental Paid Sick Leave at the full rate of pay subject to a maximum dollar amount as provided under the senate bill, if they are unable to work onsite or telework for the reasons listed on the notice.

Full-time employees working 40 hours per week may take up to 80 hours of Supplemental Paid Sick Leave. Part-time employees with a regular weekly schedule will be entitled to the number of hours the employee is normally scheduled to work over two weeks. For part-time employees with variable schedules will be entitled to 14 times the average number of hours worked per day over the past 6 months.

Retaliation or discrimination against a covered employee requesting or using COVID-19 Supplemental Paid Sick Leave is strictly prohibited. A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the office by looking at the list of offices on the website (<http://www.dir.ca.gov/dlse/DistrictOffices.htm>) using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

If you have any questions about the above mentioned paid leave entitlements, please contact Nonnie Compton, Sr. HR Analyst at [nonnie.compton@vvc.edu](mailto:nonnie.compton@vvc.edu).