

Learn how the California COVID-19 Supplemental Paid Sick Leave affects you

Distributed to employees in California and their managers

Nov. 3, 2020

On Sept. 9, 2020, Governor Newsom signed the California COVID-19 Supplemental Paid Sick Leave Act (“Act”). The Act became effective Sept. 19, 2020, and provides eligible employees who work in the state of California with COVID-19 supplemental paid sick leave in specific instances described below and in the [CA COVID-19 Supplemental Paid Sick Leave for Non-Food Sector Employees \(PDF\)](#)* poster.

This supplemental paid sick leave can be taken by Wells Fargo employees who normally perform work in California, leave their homes or place of residence to perform their work, and are unable to work because they are:

- Subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- Advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
- Prohibited from working by the company due to health concerns related to the potential transmission of COVID-19.

California COVID-19 supplemental paid sick leave is tracked in Time Tracker using the designated **Nonroutine Time Away** code as the type of time away, then **Public Health – California**.

Note: Employees who are currently working remotely are **not** eligible for the paid sick leave under this California law. Therefore, remote employees are not eligible to use the **Public Health – California** time code because they are not leaving their homes or place of residence to perform their work.

Eligible employees who work 40 or more hours per week, or are classified as regular, and are working in a Wells Fargo facility are entitled to up to 80 hours of this supplemental paid sick leave. Eligible part-time and flexible employees working in a Wells Fargo facility are entitled to supplemental paid sick leave hours equal to the greater of the number of hours the employee is

scheduled to work in a 14-day period or the average hours the employee works in a 14-day period.

Because Wells Fargo already allows employees who cannot work remotely to use dedicated Nonroutine Event codes in Time Tracker to take paid time away for these reasons, the Act does not impact Wells Fargo's existing Time Away policies. However, eligible employees using supplemental paid sick leave under the California law are not required to provide any documentation or health care provider certification to support their time away until they exhaust their supplemental paid sick entitlement under the California law and any applicable local COVID-19 supplemental leave laws. Accordingly, managers should not ask their employees for documentation to support their use of paid time away if they are using the **Public Health – California** code or any local paid sick code.

How the Act relates to local COVID-19 paid sick leave laws

The Act does not take the place of an employee's entitlement to COVID-19-related supplemental paid sick leave pursuant to a local COVID-19 paid sick leave ordinance; however, it may run concurrently with COVID-19 supplemental paid sick leave provided by local jurisdictions. You can review the [Requirements for Using Nonroutine Event codes in Time Tracker](#) page for a list of ordinances that apply to local jurisdictions.

Going forward, if an employee uses COVID-19 supplemental paid sick leave for a reason that is covered under both the California law and a local law, they must track their time using the **Public Health – California** code. Any paid sick leave used for reasons covered by both the California law and a local law will count towards an employee's entitlement under both laws, even though it is being tracked with only the **Public Health – California** code. For example, if an employee is away from work due to a health care provider's advice to self-quarantine and that time away is covered by both the California law and a local COVID-19 paid sick law, the employee would track that paid time away using the **Public Health – California** code. However, the paid time away would count against the employee's California supplemental leave entitlement *and* local supplemental leave entitlement.

Additionally, an employee's California COVID-19 supplemental paid sick leave entitlement is offset by their use of any of the Public Health time away codes in Time Tracker for the specific uses described above, including time taken pursuant to a local COVID-19 paid sick leave ordinance for a reason covered by the California law.

For more information

Employees can contact their managers if they have questions about information in this email. For inquiries related to COVID-19 time away, you can visit the [Requirements for Using Nonroutine Event codes in Time Tracker](#) on Teamworks.

Managers are able to view the details of time away requests in Time Tracker using the Request Summary > Request Approval section to tell whether the employee submitted the time away directly on the timesheet or through a time away request. For more information and instructions, review the [Time Tracker Tip Sheet – Reviewing Time Away Request – Nonroutine Time Away \(PDF\)](#) resource located on the [COVID-19 Situation Quick Guides for Managers](#) page on Teamworks. If support is needed for COVID-19 questions, managers may contact Team Member Care using [click to chat](#) to access a live Team Member Care COVID-19 Support Specialist Monday through Friday from 7 a.m. to 7 p.m. Central time. Representatives are also available by phone every day from 7 a.m. to 7 p.m. Central time by calling 1-877-HRWELLS (1-877-479-3557), option 8.

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