

## AUTHORITY

- [Assembly Bill No. 1867](#)

Full time employees currently exempt from the Families First Coronavirus Response Act (FFCRA) are eligible for up to 80 hours of paid time off if unable to work or telework due to one or more of the following:

- a) The covered worker is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- b) The covered worker is advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
- c) The covered worker is prohibited from working by the covered worker's hiring entity due to health concerns related to the potential transmission of COVID-19.

Total hours of paid time off for part-time employees who meet the above criteria is as follows:

- a) If the covered worker has a normal weekly schedule, the total number of hours the covered worker is normally scheduled to work for the hiring entity over two weeks.
- b) If the covered worker works a variable number of hours, 14 times the average number of hours the covered worker worked each day for the hiring entity in the six months preceding the date the covered worker took COVID-19 supplemental paid sick leave. If the covered worker has worked for the hiring entity over a period of fewer than six months but more than 14 days, this calculation shall instead be made over the entire period the covered worker has worked for the hiring entity.
- c) If the covered worker works a variable number of hours and has worked for the hiring entity over a period of 14 days or fewer, the total number of hours the covered worker has worked for that hiring entity.

Please contact your assigned LOA Specialist to confirm your total number of hours:  
(Based off of employee's last name)

A-G [Janice Moses](#);

H-O [Trina Moya](#);

P-Z [Nicole Gustafson](#)

In order to request use of ATO, please contact your supervisor.

For all questions, please email [COVID-19LeaveSupport@wildlife.ca.gov](mailto:COVID-19LeaveSupport@wildlife.ca.gov)