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| --- | --- | --- | --- | --- | --- |
| Tempo Code | Dates Valid | Reason  | HRB Memo | Comments | Required on Tempo Timesheet |
| SB95-2021  | 1/1/2021-9/30/2021 | * Supplemental Paid Sick Leave -
 | [HRB Memo 21-006 Amendment #1: California Senate Bill No. 95 – Covid-19 Supplemental Paid Sick Leave 2021](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=192424&inline) | For list of all reasons see HRB memo. Two common questions \*Can’t be used for Distance Learning. \* Can be used for side effect after Vaccine shotHere is Q&A from CalHR: <https://www.dir.ca.gov/dlse/COVID19Resources/FAQ-for-SPSL-2021.html> | No notes required in Tempo if using SB95-2021 leave in tempo |
| AT-COVID19 | November 2020 to current | * Office Closure
* 14 day quarantine period in the workplace
 | [HRB 20-040 -Update Guidance on Covid-19 Related to ATO](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185146) | COVID -19 ATO must be approved by Branch Chief and Regional Manager and once approved must be submitted to Barbara Feickert.  | Must put in comments if Office Closure or 14-day quarantine period. If not, timesheet will be rejected.  |
| AT  | 1/1/2021 until notified. | * AT to be used for all Vaccination Appointments
 | [HRB Memo 21-006: California Senate Bill No. 95 – Covid-19 Supplemental Paid Sick Leave 2021](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=191918&inline) | Up to 2 hours for each appointmentWWG-E Does not need to put down AT as they shall not be charged any paid leave for absences in less than whole day increments[https://www.calhr.ca.gov/Pay%20Scales%20Library/PS\_Sec\_10.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.calhr.ca.gov%2FPay%2520Scales%2520Library%2FPS_Sec_10.pdf&data=04%7C01%7CNicole.Gustafson%40wildlife.ca.gov%7C876e0beff94f47d55b3808d8fdf21eae%7C4b633c25efbf40069f1507442ba7aa0b%7C0%7C0%7C637538563618690571%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Q16JuNzHbygZEG%2Fpd1Y5iNV1dIXSLt8YNg4kuYSLNmE%3D&reserved=0) | For vaccines, ATO should be noted in comments and is approved for up to 2 hours per shot. |
| AT  | State of emergency per Governor | * During State of Emergency for extreme heat event and California Wildlife’s
 | [HRB-20-029 - ATO State of emergency for extreme heat and Wildfires](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=182169&inline) | Must get ATO approved by Branch Chiefs and Regional Managers and must email Barbara Feickert with Name of EE and Total Days of ATO Approval.  |  |
| EPSLA | 4/1/2020 – 12/31/2020 | * 6 reason per the HRB Memo attached
 | [HRB 20-011 - Amendment #1 FFCRA](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=184982&inline) |  |  |
| EFMLA | 4/1/2020 – 12/31/2020 | * Child school or place of care closed
 | [HRB 20-011 - Amendment #1 FFCRA](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=184982&inline) | Approval letter came from EWS dates approved/ | EE needs to note if they want to supplement their 2/3 via their timesheet in tempo  |
| AT-SPSL | Expired 12/31/2020 | * Law enforcement Division LED Staff required Quarantine
 | [HRB 20-040 -Update Guidance on Covid-19 Related to ATO](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185146)[HRB 20-011 - Amendment #1 FFCRA](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=184982&inline) | Cap of 80 hours of AT-SPSL | Must put SPSL in comments. |