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Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

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**NEW PAID SICK LEAVE PROGRAM INFORMATION FOR WAIVER
PERSONAL CARE SERVICES (WPCS) PROVIDERS**

Beginning July 1, 2020, Paid Sick Leave is available for current, active WPCS program providers.

Eligibility

New WPCS providers who begin working for a recipient after July 1, 2020 will receive:

- Sixteen hours of paid sick leave after working 100 hours of providing authorized services for a WPCS and/or In-Home Supportive Services (IHSS) recipient after their initial hire date. These sixteen hours of accrued paid sick leave cannot be used until an additional 200 hours of authorized services have been worked or until after 60 calendar days has passed, whichever comes first.

Existing WPCS providers who began working for a recipient prior to July 1, 2020 will receive:

- Sixteen hours of paid sick leave after working 100 hours of providing authorized services for a WPCS and/or IHSS recipient beginning July 1, 2020. These sixteen hours of accrued paid sick leave cannot be used until an additional 200 hours of authorized services have been worked or until after 60 calendar days has passed, whichever comes first.

These are one-time requirements that must be completed to accrue and use paid sick leave. A provider who completes the hours or time requirements will continue to accrue sixteen hours of paid sick leave each State Fiscal Year, July 1 through June 30, as they continue to work as an active WPCS or IHSS provider. Any provider who ceases employment with WPCS and IHSS for longer than one year shall be considered inactive, and would need to complete the process again to earn and use paid sick leave.

Please Note: You are only eligible for up to 16 hours of paid sick leave for each year even if you work for both the IHSS and WPCS programs. Accrual will be based on the hours worked for IHSS and WPCS combined.

At the end of each State Fiscal Year, June 30th, any unused paid sick leave will expire.

Accrual will be increased to 24 hours of paid sick leave for each year on the date on which the State minimum wage reaches \$15.00 per hour (scheduled for January 1, 2022).

Two ways to request paid sick leave

(1) Submit a paper-copy of the Sick Leave Request Form

To request paid sick leave, a WPCS provider must:

- Complete the paper version of the IHSS Program Provider Sick Leave Request Form ([SOC 2302](#)). The provider can obtain the SOC 2302 form through the CDSS website at www.cdss.ca.gov, or receive a printed copy from their county IHSS office.

Each provider is responsible for submitting their completed SOC 2302 form in a separate envelope when he/she submits his/her timesheet for processing.

- **Send only the completed SOC 2302 form to the address written on the SOC 2302 form.**
- **Make a copy of the completed SOC 2302 form for your records.**
- **If the SOC 2302 is not received for processing by the end of the following month in which the sick leave is claimed, the provider's claim cannot be processed.**

(2) Submit an electronic copy of the Sick Leave Request Form

- The provider can also complete a paid sick leave request on the IHSS Electronic Services Portal (ESP) formally known as the Electronic Timesheet System (ETS).
- The electronic copy of the Sick Leave Request Form must also be completed by the end of the following month in which the sick leave is claimed in order for the provider's claim to be processed.

Providers who have an account registered on the IHSS Electronic Services Portal website may fill out a request for sick leave electronically. The benefits of this include not having to obtain a SOC 2302 form from the county or CDSS website, and avoiding potential delays in mailing the SOC 2302 which can cause delayed payments.

To set up and register your account to begin claiming sick leave time:

- **Go to the following website and select the "New User Registration" link. Follow the online prompts: <https://www.etimesheets.ihss.ca.gov>**
- If you need help, please call the IHSS Service Desk at (866) 376-7066.

Receiving your payment for paid sick leave

Paid sick leave will be mailed to providers in a separate warrant from their regular payment. If a provider is signed up for direct deposit, the sick leave payment will be delivered via direct deposit.

Support

You can call the WPCS Payroll Line: (916) 552-9214 if you have any questions about using Sick Leave.

In addition, the IHSS Service Desk at (866) 376-7066 is available to answer questions about sick leave earnings, usage, and balance. You can also view this information on the IHSS Electronic Services Portal (ESP) Website.