

**Many workers in California are eligible to receive Paid Sick Leave to attend a COVID-19 vaccine appointment or if they are unable to work or telework due to vaccine-related symptoms.**

**California Rural Legal Assistance, Inc.**



For all office locations, visit  
[www.crla.org/office-listing](http://www.crla.org/office-listing)  
or call 1-800-337-0690

Workers who need to request leave for COVID-19 related reasons in 2021 can use this form to do so. However, use of this form is not required: employers must provide necessary leave upon an eligible employee's oral request.

Workers that are not eligible for paid sick leave under California's Supplemental Paid Sick Leave in 2021 (SB 95 – Labor Code 248.2) may still request California Paid Sick Days. All California employees have the right to accrue paid sick days.

**This form is not legal or tax advice.**

**Request for Paid Sick Leave for COVID-19 Vaccine  
California Supplemental Paid Sick Leave in 2021 (SB 95 – Labor Code 248.2)**

Date / Fecha : \_\_\_\_\_

To / Para: \_\_\_\_\_ (Employer or Hiring Entity / Empleador u Organizacion Contratista)

Employee Name / Nombre del Empleado: \_\_\_\_\_

**4. On \_\_\_\_ I was unable to work due to one or more of the following reasons** (check all that apply):

- Attending an appointment to receive a COVID-19 vaccine.
- Cannot work or telework due to vaccine-related symptoms.

**5. My employer has more than 25 employees.**

**Therefore, I request \_\_\_\_ hours of COVID-19 Supplemental Paid Sick Leave under California Labor Code section 248.2, plus any additional days that I am unable to work up to the total hours described above.**

\_\_\_\_\_  
**Employee Signature / Firma del Empleado**

*Under California's 2021 **COVID-19 Supplemental Paid Sick Leave Laws**, effective 3/29/2021, employers with more than 25 workers are required to provide up to two weeks of fully paid sick leave to employees who are unable to work due to any of the COVID-related reasons described above. Employees who took COVID-19 related paid sick leave in 2020 are still entitled to an additional two weeks of COVID-19 Supplemental Paid Sick Leave in 2021. Employers are prohibited from requiring workers to exhaust their California Paid Sick Days or other accrued leave prior to taking COVID-19 Supplemental Paid Sick Leave. For more information, see Labor Code § 248.2.*

***It is against the law to retaliate against an employee for taking or requesting paid sick leave.***