

Instructions to Complete the SPSL Form

If you were able to work remotely, SPSL hours should not be requested.

If you were unable to work remotely due to one of the SPSL qualifying reasons, you must complete the SPSL Request form.

- Select which SPSL form applies to you (Standard or Expanded) and click on link.
- Log into Adobe Sign using your CSUSB email (CoyoteIDNumber@csusb.edu)
- Select Enterprise ID (School account)
- Enter the e-mail of your Appropriate Administrator (Recipient email) so they can receive and sign the agreement.
- Hit the blue oval "Send" button which will take you to the SPSL Request form.

Once you are in the form, you will need to complete all the boxes with an orange asterisk (*). Failure to do so will prevent you from completing the document. Please follow these steps when completing the form:

1. Complete the first section:

Employee Name
Employee ID (MyCoyote #)
Job Title (Admin Asst, Lecturer, Custodian, Student Assistant {only if not Work Study}, etc)
Classification (Support, Technical, Skilled Craft, Faculty, Student Assistant, etc)
CBID (Union association) 1, 2, 3, 4, 5, 6, 7, 8, 9
Time Base (Full Time vs Part-Time)
Exempt/Non-exempt (* see below)
Supervisor Name
Supervisor e-mail/Phone Extension
Date Requested (first date you request hours) or Date of Requested Extension (date you are requesting additional hours)

** Non-exempt (able to earn over-time) employees may use in 1 hour increments.
Exempt employees must use in full day increments (8 or 10 hours).*

2. Complete the second section – Permissible Use of Leave (check at least 1 of the qualifying reasons).

- Each 40 hours of leave has specific reasons and documentation requirements associated.
- Vaccination symptoms are limited to 3 days or 24 hours from the 40 hours (5 days). To extend beyond 3 days, documentation from a health care provider should be attached as instructed below. Vaccines are only requested from the 1st 40 hours of leave.
- If you received a positive test result, check the additional 40 hours (5 days) and attach the positive test result at the bottom ([Click to Attach File Attachment 1](#)).

3. Click by Signature to sign your name.

4. Complete the Request for Dates of SPSL on Page 2

- Under Month, enter the month the hours were used (January, February, etc).
- Under Dates, enter the numerical day(s) you used hours (1, 2, 3, etc).
- Under Total Number of Hours Requested, add the hours for all days and enter amount.
- Under Total Number of Hours Remaining in Allotment, subtract the number of hours requested from 40 and enter the amount in the box.

5. Click on the “Click to Sign” blue oval

The document will then go to your supervisor who will review the information submitted and if approved, provide an electronic signature. The document will then go to the Employee Benefits & Leave Manager for review.

Retroactive Corrections:

After the SPSL form is completed and approved, employees must request a retroactive correction either verbally or in writing to Payroll@csusb.edu. The retroactive payments will be processed by the next full pay period after receipt of the request.

Absence Management

When entering approved SPSL hours, enter **PAL/FFCRA** and the total hours. In the Comments section, note **SPSL** for each absence event.

For general questions about SPSL, please contact the following: benefits@csusb.edu

If you experience technical difficulties with the form, please contact ITS via e-mail at Chris.Bradney@csusb.edu