
AGENDA ITEM SUMMARY

Subject: Covid-19 Temporary Leave Policy; Extension

Background Summary:

Enclosed is a Temporary Covid-19 Leave Policy extension. In 2020 the Federal government enacted the Family First Coronavirus Response Act (FFCRA) which mandated that employers offer 80 hours of additional Sick Time to be available to full time workers for Corona Virus/Covid-19 related absence. The program mandate ended December 31, 2020 and so now employers may voluntarily continue to offer the 80 of additional sick time at our discretion.

This program did not provide any specific funding to the city to reimburse us for the added sick time, it simply mandated that we provide it. All in all, it has been used sparingly and with good intent. If someone has shown symptoms or is diagnosed with Covid-19 they can pull from this additional bank of sick time for up to the total 80 hours. So I know we've had several employees that have used some or all of this time and by having it, it helped prevent someone from showing up to work who may be contagious and therefore not infecting others.

With that we'd like to extend the availability of the 80 hours retroactive to January 1 through March 31, 2021.

As an employee, if you've used the original allotted 80 hours you do not get a fresh 80 hours, but you can use other banked sick time and other paid time off if the need should arise.

City of Charles City
Temporary COVID-19 Leave Policy

The following is a temporary COVID-19 Leave Policy for all employees. This Policy is being adopted due to the expiration of the Family First Coronavirus Response Act (“FFCRA”) on December 31, 2020. The purpose of this Policy is to ensure employees who have been exposed to and/or diagnosed with COVID-19 can take appropriate leave to stop the spread of the virus. This Policy shall be effective January 1, 2021 and automatically expire on March 31, 2021. It may be terminated earlier by the Council for any reason.

Employees will be eligible for up to 80 hours of extended paid sick leave (or the two-week equivalent for employees who work less than full-time) for the reasons listed below. Any FFCRA leave taken by an employee since April 1, 2020 will reduce the 80 hours of extended paid sick leave available by the number of hours already taken. The extended paid sick leave is only available to be used for the following reasons:

- If an employee is unable to work, either remotely or in person, due to a COVID-19 diagnosis.
- If an employee is quarantined by order of a licensed medical professional or public health department and cannot work remotely.
- If an employee is experiencing symptoms, seeking a COVID-19 test, and unable to work remotely.

In addition, employees may use an additional 80 hours of extended paid sick leave if they are unable to work remotely and are the only available person to care for an immediate family member who: (1) has a COVID-19 diagnosis; or (2) is experiencing symptoms and seeking a COVID-19 test; or (3) is a minor quarantined by order of a licensed medical professional or public health department.

For any of the above absences, the employee must submit appropriate documentation (doctor’s note, test results, or notice from public health) to Human Resources. Employees **must** speak to their supervisor regarding their job duties to determine if they are approved to work remotely. Employees should record or request leave for any of the above absences as they would regular personal sick leave or family leave.