



CORONAVIRUS RELATED LEAVE

- I. The purpose of this policy is to provide paid leave in the case of illness of an employee or in the event an employee is compelled to use leave in connection to a specified public health crisis. In addition, this policy is to effect advancement of paid leave for individuals who are either in a high risk category or who live with an individual who is in a high risk category. The provisions of this policy supersede any conflicting provisions of the Paid Time Off Leave System, Designated Leave System, and Leave of Absence With or Without Pay policy.
- II. Definitions
 - *Specified public health crisis* shall mean the coronavirus and COVID-19 outbreak referenced in the Governor's [Executive Order 20-51](#).
 - *High risk category* shall mean individuals who are older adults or those who suffer from underlying health conditions,
 - *Underlying health conditions* shall include heart disease, lung disease, and diabetes.
- III. All compulsory leave provisions of the Paid Time Off Leave System (policy L-3, section VIII.B.) and Designated Leave System (policy L-4, section XVI.J.) remain in effect, except as provided in section IV below. Employees who present symptoms, those who have had contact with an infected individual, and those who recently traveled to cities or countries with widespread sustained transmission may be directed to contact Employee Health Services (EHS), and may be placed on leave pending clearance to return to work.
- IV. Employees must provide notice of exposure or symptoms consistent with the infectious agent to Employee Health Services (EHS) as soon as they become aware. Employee Health Services must confirm the employee has met the criteria and will provide instructions, reporting and return-to-work requirements. The approval of leave does not preclude the assignment to work-from-home, tele-work or remote work if well and approved by EHS and the employee's manager. An employee may be required to complete FMLA forms and return same to EHS.
- V. Paid Leave:
 - A. Tier 1: Personal Coronavirus Related Illness Leave

Except as provided in section VI. below, Regular and Temporary status employees who are determined to be infected with the coronavirus or who are recommended for isolation or quarantine by the County's Health Department shall be placed on paid leave. Such leave will ensure the employee receives his/her base pay according to his/her regular schedule. This leave shall not count in the computation of overtime. This leave will not reduce an employee's own accrued leave balance, and shall be effective for the duration of the isolation or quarantine.

B. Tier 2: Family Related Coronavirus Related Isolation

Employees who are in a high risk category, who live with an individual who is in a high risk category, or who do not have available childcare in the case of school closures, may request to work remotely, if able. If the employee is unable to perform his/her job remotely, he/she will be permitted to take leave for up to two weeks using his/her appropriate accrued leave, subject to Charter Officer approval. If the employee has exhausted accrued leave **or does not accrue leave**,* he/she will be advanced an amount of Paid Time Off or Sick Leave equal to his/her regular schedule, until such time as the employee is cleared to return to work or at the conclusion of two weeks of leave. Upon return to work, the employee's accruals will be deducted until the cumulative deductions equal the amount of advance leave utilized. Leave under this section (V.B.) may be reauthorized beyond the initial two weeks, subject to Charter Officer approval.

*Temporary status employees (including Interns) who do not accrue leave will be placed in a paid leave status for up to two weeks, as described herein, except that they will not be required to repay any leave used.

- VI. Denial of Leave – An employee who refuses to comply with EHS protocols, including, as appropriate, reporting to the County's Health Department or other approved examination and testing provider, may be denied Paid Leave described in Section V. above. In addition, employees who voluntarily and knowingly put themselves in a quarantine situation may be denied leave described in Section V. above. In such cases, the employee will be required to use his/her accrued appropriate leave, if available, and/or they will be placed in a non-pay status, unless and until cleared to return to work in accordance with EHS protocols.
- VII. Duration – This policy will expire 90 days after adoption, or upon lifting of the public health crisis declared in the Governor's [Executive Order 20-51](#), whichever later occurs.
- VIII. The Charter Officers recognize it is not possible to contemplate every situation that may arise during this public health crisis. For that reason, this procedure is subject to modification and/or may be updated to clarify its application.

Adopted: 03/16/20