

Leave Q&A regarding the COVID-19 Pandemic Health Crisis

1. What are my leave options if I have been diagnosed with COVID-19?

If you have been diagnosed with COVID-19 and have been directed by a medical professional or public health official to be quarantined (either at home or in the hospital), you will be provided with up to 80 hours of Pandemic Sick Leave for the current Pandemic Event. Once the Pandemic Sick Leave has been exhausted, you will be required to utilize your accrued sick leave and/or any other leave that you may have available.

2. What are my leave options if I have been directed to quarantine because of a potential exposure to COVID-19 but I am not sick?

If you have been directed to self-quarantine by a medical professional, public health official, or supervisor, you may be eligible to work remotely during such as time as you are self-quarantined. Your Department Head is responsible for determining whether you may work remotely.

If you are unable to work remotely, you may be eligible for up to 80 hours of Pandemic Sick Leave for the current Pandemic Event. If, after expiration of the 80 hours of Pandemic Sick Leave, you are unable to return to work, you may utilize your sick leave, vacation leave, and/or any other leave available to you.

3. What are my leave options if I need to care for an individual or immediate family member that has COVID-19?

During the current pandemic event, you may be eligible for up to 80 hours of Pandemic Sick Leave to care for an individual with COVID-19. If, after expiration of the 80 hours of Pandemic Sick Leave, you are unable to return to work, you may use any accrued paid leave available, including sick leave, to care for a family member who becomes sick from COVID-19.

4. How many times may I utilize the 80 hours of pandemic sick leave?

You may be eligible to use the Pandemic Sick Leave under certain circumstances as described here and within the County's Pandemic Leave Plan. The 80 hours of Pandemic Sick Leave is allowed once per pandemic event. If you were eligible for use of the Pandemic Sick Leave and have exhausted it, you may be required to utilize your accrued leave for any future absences due to COVID-19.

5. My child's school or daycare has been closed because of COVID-19. My child is not sick, but I cannot find childcare. What are my leave options?

If there is no remote work available for you, you may be granted FMLA to care for dependent children as a result of school or daycare closing. Under this option, you may be eligible for the 80 hours of Pandemic Sick Leave and once that has been exhausted, you may be eligible to receive 2/3rds of your salary to a maximum of \$200 per day (Pandemic Admin Leave). If you would like to supplement this with your paid leave in order to receive full pay, you may do so. Please contact HR to determine if you are eligible for this benefit.

6. What happens if the department has been directed to reduce the number of onsite staff members?

You may be eligible for remote work. If you are not eligible for remote work, you will be placed on paid Pandemic Admin Leave until such time as remote work becomes available, you are allowed to return to the workplace or further direction has been provided by the County Board. This will be reviewed on a regular basis.

7. What happens if I exhaust all of my accrued leave due to being ill from COVID-19 or caring for a family member who is ill from COVID-19?

You may be eligible for the County's Catastrophic Illness Leave Donation program. Employees may also be granted an unpaid leave of absence. Please contact HR for more information.

8. I have hit the maximum amount of vacation that I am allowed to have on the books and my department has cancelled all vacation requests, am I going to lose future vacation accruals?

If you are at your maximum amount of vacation allowed and your supervisor has cancelled your vacation requests, you may request a temporary lift of your accrual maximum. After the COVID-19 emergency has been resolved, the County will provide further guidance on vacation usage for those employees who may be over the maximum allowed during regular operations.