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|  | City of Seabrook – Personnel Policies and Procedures                               |  |  |
|   | <b>TEMPORARY EMERGENCY PAID SICK LEAVE<br/>POLICY</b>                              |  |  |
|   | Effective Date: 4/1/2020<br>Revised Date: 1/05/2021<br>Expiration Date: 04/30/2021 |  | <b>Temporary<br/>Personnel Policy<br/>2020-1</b> |

**PURPOSE**

With the expiration of the Families First Coronavirus Response Act (FFCRA) requiring employers to provide paid sick leave, this policy is a voluntary city policy to extend the deadline date of Emergency Paid Sick Leave from December 31, 2020 to April 30, 2021, by the city for its employees. With continued access to employer-paid sick leave, employees will be continue to play an important role in removing themselves from the workplace in order to reduce continued transmission of the virus in the case of exposure, infection or quarantine. The amendment will maintain the eligibility level of up to 80 hours of “one-time” paid sick leave in these cases. This is a continuation from the previous policy and does not reset the benefit in the case of any past cases employees used emergency sick leave in 2020 for COVID-19 related instances to date. It is a one-time benefit.


**ELIGIBLE EMPLOYEE:**

Full-time or part-time employee currently employed by the City. Special rules apply for Emergency Responders. *Emergency Responders as defined by the Department of Labor (DOL) include, but is not limited to law enforcement officers, 911 operators, emergency medical technicians, paramedics, emergency management personnel, and public works personnel.*

**REASONS FOR EMERGENCY PAID SICK LEAVE:**

For the purpose of this policy, an employee is eligible to receive city paid sick leave for the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for a family member subject or advised to self-quarantine or isolation;
5. The employee is caring for a son or daughter whose school or place of care is closed, or child care is unavailable, due to COVID-19 (qualifier for Emergency - Family Medical Leave “E - FMLA”);
6. Employee is experiencing substantially similar condition specified by Department of Health and Human Services.

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**COORDINATION OF PAY:**

Employees may receive Emergency Paid Sick Leave at the employee’s regular rate of pay for reasons #1, #2, and #3 listed above and will receive paid Emergency Paid Sick Leave at two-thirds (2/3) the employees rate of pay for reasons #4, #5, and #6 listed above.

Full-Time employees – may receive up to a maximum of 80 hours of Emergency Paid Sick Leave

Part-Time employees – may receive the number of hours that the employee works, on average, over a two-week period of Emergency Paid Sick Leave.

Emergency Responders – may receive up to a maximum of 80 hours of Emergency Paid Sick Leave at the regular rate of pay for reasons #1, #2, and # 3 listed above and at the rate of two-thirds (2/3) of their regular rate of pay for reasons #4 and #6. **Emergency Responders are NOT eligible for pay for reasons #5.**

Emergency Paid Sick Leave is limited to 80 hours for full-time employees and to the number of average hours worked in a two-week period for part-time employees, and ends when the leave has been exhausted; the need causing the employee’s eligibility for the leave ends, or on the expiration of the policy (April 30, 2021).

**LEAVE BEYOND THE ALLOTTED EMERGENCY PAID SICK LEAVE**

If the employee needs more time than what is allowed by the EPSL Policy, then the employee may use his or her accrued leave time (e.g. sick leave, vacation, personal, floating holiday, holiday bank, and comp-time).

**EMPLOYEE’S NOTICE REQUIREMENTS:**

The employee must notify his or her supervisor and/or the Department Director of the need for leave.

**SUPERVISOR’S NOTICE REQUIREMENTS:**

All supervisors must immediately notify both their Department Director and Human Resources, if an employee informs them of the need for leave under the Emergency Paid Sick Leave Policy.

**REQUIRED DOCUMENTATION:**

Employee shall submit documentation from their physician supporting the need for the leave.