



The following employee leave policy is hereby effective retroactive to January 1, 2021:

COVID-19 EXTENDED ILLNESS BANK (EIB)

Every employee (full time and part time) would receive an Extended Illness Bank of hours based on their FTE for 40 hours retroactive to January 1st, 2021.

This leave may only be used after all Sick, Vacation and Comp time has been exhausted.

This bank may only will be used for COVID - 19 exposures and COVID - 19 positive diagnosis. The leave can be used for self-care or when caring for members of the household, but must be demonstrated via a positive COVID 19 test or documentation directing quarantine or school or daycare closure due to COVID.

The EIB can be used when the employee for the following reasons:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration of Leave:

- For reasons (1)-(4) and (6): A full-time employee is eligible for up to 40 hours of leave. Part-time employees are eligible for the number of hours of leave that the employee works on average over a one-week period.
- For reason (5): A full-time employee is eligible for 40 hours a week. Part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:

- For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$2,605 in the aggregate (over a 40 hour period).
- For leave reasons (4) or (6): employees taking leave shall be paid at two-thirds (2/3) their regular rate or two-thirds (2/3) the applicable minimum wage, whichever is higher, up to \$200 per day and \$1,000 in the aggregate (over a 40 hour period).
- For leave reason (5): employees taking leave shall be paid at two-thirds (2/3) their regular rate or two-thirds (2/3) the applicable minimum wage, whichever is higher, up to \$200 per day and \$1,000 in the aggregate over that 40 hour work week.

COVID-19 EIB would not be paid out at the time of separation or for any non-COVID related illnesses. This is a one-time bank of 40 hours and additional time will not be accrued.

2. This policy will terminate at the end of the City emergency declaration or at such time as the City Council terminates the policy whichever occurs first.