Time and Attendance Summary

Emergency Paid Sick Leave

All current full-time and part-time employees with exception of Public Safety and other emergency responders scheduled but unable to work (or telework for following reasons):

1. Employee is subject to a federal, state or local quarantine order related to COVID-19;
2. Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Employee is caring for an individual subject to 1 or 2 above;
5. Employee is caring for his/her child if school or place of care of child has been closed, or child care provider of such child is unavailable, due to COVID-19 precautions;
6. Employee is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services in consultation with the Secretaries of Treasury and Labor.

All eligible full-time employees will have up to 80 hours of paid sick leave available to use of the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Employees will receive their regular rate of pay, or minimum wage, whichever is greater for reasons 1-3 above at a rate of no more than $511 per day and $5,110 in total.
Employees will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater for reasons 4-6 above at a rate of no more than $200 per day and $2,000 in total.

If the employee is working from home, emergency paid sick leave may be taken intermittently. For those not telecommuting, intermittent leave may only be taken for reason 5 above.

Expanded FMLA Leave

Applies to all current employees, with the exception of Public Safety and other emergency responders, who have been employed with the County for at least 30 days

The leave is for eligible employees who are unable to work (or telework) due to a need to care for their child when a school or place of care has been closed, or when regular child care provider is unavailable due to a public health emergency with respect to COVID-19.

The employee will be able to utilized 12 weeks of such leave through December 31, 2020 which is in addition to total FMLA leave. Leave may be used incrementally as agreed with their manager.

Leave will be unpaid for first 10 days, or substituted with paid time off or Emergency Paid Sick Leave, if applicable. Pay for the 10 weeks will not exceed $200 per day and $10,000 in total, or $12,000 in total if using Emergency Paid Sick Leave Act.

*PLEASE CONSULT THE POLICY AND HUMAN RESOURCES FOR THE FULL ENTITLEMENT TO BENEFITS UNDER THIS POLICY. THIS SUMMARY DOES NOT REPLACE THE POLICY. IF ANY DISCREPANCY EXISTS BETWEEN THIS SUMMARY AND THE POLICY, THE POLICY CONTROLS.