



## **Policy Title: Temporary COVID-19 Leave Balances Exceptions and Allowance for Negative Leave Balances**

**Purpose:** To provide all City Regular and Limited Duration Employees a temporary exception to leave rules allowing employees to use all available leave balances, and to carry negative leave balances when earned vacation or PTO leave balances are exhausted.

**Scope:** Applies to all City Regular and Limited Duration Employees during temporary workplace changes in response to the COVID-19 outbreak.

**Policy Statement:** In an effort to limit economic hardship to employees, the City of Eugene has implemented temporary workplace changes to respond to the COVID-19 outbreak.

During this time, Regular and Limited Duration Employees who have exhausted their vacation or PTO accrued leave will be permitted to code either, but not both, vacation or PTO leave for hours that have not yet been earned. Employees who accrue vacation time and wish to use hours that have not yet been earned must code that time to their vacation leave banks; employees who accrue PTO time instead of vacation and wish to use hours that have not yet been earned must code that time to their PTO leave banks. This will allow Regular and Limited Duration Employees to carry negative vacation or PTO leave balances of up to 80 hours for employees who work forty hours a week, and prorated to reflect average hours worked in a two week period for part-time employees and those who work a schedule other than 40 hours a week.

This policy will be in effect from 3/15/20 through 12/31/20, with revisions effective 7/1/20. The policy will be re-evaluated as necessary and may be terminated at any time. At least seven days' notice of termination of this policy shall be provided; termination of the policy shall not be grievable or bargainable.

**Policy Procedure:** In response to the COVID-19 outbreak, all Regular and Limited Duration Employees who have exhausted accrued vacation leave, or PTO leave if the employee does not accrue vacation, are permitted to use any other accrued leave for any reason while this policy is in effect. Eligibility restrictions and rules related to leave, such as minimum length of employment, are not being applied while this policy is effective. Employees will not be required to exhaust vacation or PTO first if use of all leave banks would otherwise be allowed under other City policies.

In addition, employees will be allowed to carry negative leave balances for either, but not both, vacation or PTO leave banks as specified in the policy statement.

Employees are responsible for tracking their leave balances in PeopleSoft. Employees and supervisors will also be notified electronically when they are 80 hours away from exhausting cumulative leave banks. At that time, supervisors will connect with employees to explore remote work, alternative schedules and reduced hours. If these options do not alleviate the employees' need to utilize the negative leave bank option, employees will be eligible to carry a negative vacation or PTO leave balance.

### **Negative Leave Balance Recovery**

Negative vacation or PTO leave balances will either be paid back through accrual of leave hours, paying back the hours, or recovered through another available option when the temporary workplace changes are concluded. All employees who separate from employment before their leave balances have recovered to neutral or positive accruals will reimburse the City at their hourly rate at the time the negative balance was created.