



## **Policy Title: Temporary Emergency Paid Sick Leave (EPSL)**

Updated 2/5/21

**Purpose:** To provide employees with paid sick leave as outlined by the Families First Coronavirus Response Act (FFCRA), and to voluntarily continue to provide Emergency Paid Sick Leave beyond the FFCRA end date.

**Scope:** Applies to all City employees, including Regular, Limited Duration, Recreation Activity, and Temporary employees.

**Policy Statement:** To help reduce economic stress and assist employees affected by the COVID-19 outbreak, the City implemented a temporary policy to provide eligible employees Emergency Paid Sick Leave under the Families First Coronavirus Response Act (FFCRA), effective 4/1/2020-12/31/2020.

In addition, while not subject to the FFCRA past 12/31/20, the City is voluntarily extending Emergency Paid Sick Leave as outlined in this policy through 3/31/21. This policy will be re-evaluated as necessary and may be terminated at any time. Seven days' notice of early termination of this policy and program shall be provided; termination of the policy and program shall not be grievable or bargainable. The employee's eligibility for leave may be ended prior to the date listed above if the reason for taking leave due to the public health emergency no longer exists.

**Policy Procedure:** The Employee Resource Center administers protected leaves outlined in this temporary policy.

### **Eligibility**

All full- and part-time employees unable to work (or telework) due to one of 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 due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
7. The employee is experiencing an adverse reaction to the COVID-19 vaccine. This provision is effective beginning 12/30/20 and will be paid at the employee's current rate of pay at the time the leave is used.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is

(A) under 18 years of age; or

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

### **Amount of Paid Sick Leave**

Eligible employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above, with hours prorated to reflect the standard work schedule for employees working other than 40 hours a week. All EPSL hours coded since 4/1/20 count toward the total allowed under this policy.

Emergency Paid Sick Leave may be taken intermittently with the supervisor’s approval and as permitted under the provisions previously outlined in the FFCRA.

### **Rate of Pay**

Emergency Paid Sick Leave will be paid at the employee's current rate of pay.

### **Interaction with Other Paid Leave**

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

This paid leave is in addition to leave paid and protected under Oregon Sick Time.

### **Procedure for Requesting Emergency Paid Sick Leave**

Employees must notify the Employee Resource Center (ERC) of the need and specific reason for leave under this policy. A form will be available on the Employee Benefits website or from ERC staff. You will be required to submit documentation in support of your paid sick leave.

Once emergency paid sick leave has begun, the employee and their supervisor must determine reasonable procedures for the employee to report periodically on the employee’s status and intent to continue to receive Emergency Paid Sick Leave.

### **Carryover**

Emergency paid sick leave under this policy will not be provided beyond March 31, 2021. Any unused paid sick leave through this program will not carry over past the program end date or be paid out to employees.