



Policy Title: Temporary Emergency Paid Sick Leave (EPSL)

Purpose: To provide employees with paid and protected sick leave as outlined by the Families First Coronavirus Response Act (FFCRA),

Scope: Applies to all City employees.

Policy Statement: To help reduce economic stress and assist employees affected by the COVID-19 outbreak, the City is implementing 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. 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.

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

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type; or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Emergency Paid Sick Leave may be taken intermittently with the supervisor's approval and as permitted under the FFCRA.

Rate of Pay

Emergency Paid Sick Leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater.

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.

Employees eligible for Expanded Family and Medical Leave may choose to use Emergency Paid Sick Leave during the first 10 days of leave under Expanded FMLA.

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 December 31, 2020. Any unused paid sick leave through this program will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.