

Richland County Committee

Agenda Item Cover

Agenda Item Name: Temporary COVID-19 Leave Plan following the sunset of the Families First Leave Act Policies

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (I)
Date submitted:	29 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to ... recommend County Board resolution adopting the proposed Temporary COVID-19 Leave Plan that allows up to 80 hours of leave, for defined COVID-19 related reasons (matching Families First Act), with use of employees accrued benefit time off during the leave;

...and with an understanding that the “Exempted COVID-19 Leave” remains in effect for critical employees that test personally positive, and negative sick balance remains in effect for employees without accrued benefit time off.

Background: *(preferred one page or less with focus on options and decision points)*

Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), signed into legislation on by President Trump on March 18th, will sunset after December 31st. It is proposed that the County take action to initiate a tentative COVID-19 Leave Plan by resolution that allows employees up to 80 hours (prorated for less than full-time) of leave for COVID-19 related events that may not currently meet eligibly under sick or FMLA leave. Employees will utilize accrued benefit time for this leave. There is an exception for critical employees, testing positive that were “exempted” from Families First eligibility. The previous action of “Exempted COVID-19 Leave” remains in effect for critical employees that test positive are eligible for that pay. Likewise, the practice of negative sick balance remains in effect for employees without accrued benefit time off.

Attachments and References:

COVID-19 Leave Request Form	Resolution 20-154
Proposed Resolution Language	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Department Budgets
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Overtime in covering leaves may be possible, but anticipating absorption in adopted budget.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

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1/1/2021

COVID-19 LEAVE REQUEST FORM

FMLA is available for serious health conditions such as COVID illness, but not for quarantine due to exposure. In lieu of the FFCRA leave that expired on 12/31/2020, the county will be allowing 80 hours leave (pro-rated for part time). Employees will be required to use their paid time off balances before taking the leave as unpaid.

In addition, the county will allow 80 hours leave (pro-rated for part time) for COVID related daycare and school closures where an employee must stay home to care for children. Contact your supervisor should additional leave be required to discuss options. Employees will be required to use their paid time off balances (including sick leave) before taking the leaves as unpaid.

This is in effect January 1, 2021 and will sunset on March 31, 2021.

Employee Name: _____	Department: _____
Anticipated Begin Date: _____	Anticipated End Date: _____
I am unable to work or telecommute for the following reason(s) (Check all applicable):	
<input type="checkbox"/> Employee is subject to a Federal, State, or local quarantine or isolation order related to Coronavirus	
<input type="checkbox"/> Employee has been advised by a health care provider to self-quarantine due to concerns related to coronavirus	
<input type="checkbox"/> Employee is experiencing coronavirus symptoms and seeking a medical diagnosis	
<input type="checkbox"/> Employee is caring for an individual who is subject to an order as described in reason 1 or 2 above	
<input type="checkbox"/> Employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to coronavirus	

I will use the following paid time off from my paid leave balances:

- ___ I have no paid leave time so all of my leave will be unpaid
- ___ Vacation (___ hours)
- ___ Comp Time (___ hours)
- ___ Sick Time (___ hours)
- ___ "Exempted COVID-19 Leave" Pay (___ hours) for exempted critical employees

After my paid time is exhausted, the rest will be negative sick balance. |

Employee Signature: _____ Date: _____

Authorizing Signature: _____ Date: _____

- Please return this form to the department head/ payroll designee in your department.
- Payroll designee will confirm paid time availability and apply accordingly.
- This form is to be kept in the employee's personnel file for future reference.

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Proposed Resolution Language

A Resolution Authorizing Temporary COVID-19 Leave for qualifying employees and modifying

WHEREAS, the Families First Coronavirus Response Act, known as FFCRA herein this document, modified the requirements of the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), expanded access to Unemployment Compensation Insurance Benefits (Emergency Unemployment Insurance Stabilization and Access Act of 2020) and created paid sick leave (Emergency Paid Sick Leave Act) for employees while the employee or his/her family members are impacted by COVID-19. The Act took effect on April 1, 2020, and will sunset on December 31, 2020, and

WHEREAS, the new Federal Stimulus Package did NOT include an extension of the FFCRA. Although the Family Medical Leave Act allows leave for serious health conditions, leave to quarantine for exposure to COVID is not. In an effort to maintain the health, safety, and operational continuity, the county will allow a leave up to 80 hours (pro-rated for part time) for COVID related quarantine. Employees will be required to use their sick, vacation, and discretionary time balances, if any; and

WHEREAS, to continue a family friendly environment and support staff, the county will continue to provide flexibility of work schedules, if possible, and allow up to 80 hours of leave for COVID related day care and school closures. Employees will be required to use their sick, vacation, and discretionary time balances, if any; and

WHEREAS, the above leaves will not affect Richland County benefit accruals or be used against health insurance proration factors; and

NOW THEREFORE, BE IT RESOLVED, the county will provide leave for the following through March 31, 2021, at which time the county will reevaluate;

1. Employee is subject to a Federal, State, or local quarantine or isolation order related to Coronavirus
2. Employee has been advised by a health care provider to self-quarantine due to concerns related to coronavirus
3. Employee is experiencing coronavirus symptoms and seeking a medical diagnosis
4. Employee is caring for an individual who is subject to an order as described in reason 1 or 2 above
5. Employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to coronavirus