

City of Amarillo
Personnel Policies and Procedures

Policy Title: Temporary Policy and Procedures:
Emergency Paid Sick Leave
(Policy may be amended due to further Federal guidance)

Policy Number: 604.19

Effective Date: January 1, 2021 until March 31, 2021

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The purpose of this policy is to provide guidance and instruction to employees on how to manage time away from work due to a qualified COVID-19 leave of absence. When a nationwide emergency rises to a level that results in quarantine, and the like, this policy addresses time away from work for employees to provide care for their children, themselves, and/or other individuals in a manner allowing for the continuity of the required City operations and service delivery.

II. Scope

The Emergency Paid Sick Leave provides paid leave to full-time and part-time employees when they are unable to work for reasons outlined in this policy.

III. Definitions

COVID-19 – A new strain of coronavirus that was discovered in 2019 and has been deemed a pandemic.

Child – a son or daughter defined as a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis who is under 18 years of age; or a child over 18 years of age who is incapable of self-care because of a mental or physical disability.

Family Member - spouse, parent, child (biological, adopted, foster, step, or stood in as parent (in loco parentis). This does not include parent-in-law.

Quarantine/Isolation- A requirement set forth by local, state or Federal Government or healthcare provider requiring an individual to isolate themselves from contact with others by remaining in their home for a specified period of time.

IV. Employee Responsibilities

Employees who think they qualify for leave under this policy must notify their supervisor/manager and Human Resources as soon as practicable. This notification allows the City to take appropriate workplace precautions to protect other employees (if applicable). Any medical information provided to the City is confidential. Only appropriate, need to know information will be provided to City

management or other first aid/safety personnel as required for implementing appropriate workplace precautions to maintain a safe work environment. Employees are required to provide appropriate medical documentation to support the usage of leave for this policy to Human Resources in a timely manner.

The employee may not take leave under this Policy, or refuse to work, simply to avoid possible exposure in the workplace. Employees who have concerns about their own or a family member's disability that creates an increased risk associated with the COVID-19 pandemic are encouraged to notify Human Resources to discuss possible accommodations in accordance with the Americans with Disabilities Act (ADA).

V. Emergency Paid Sick Leave

- V.1 Full-time employees will be granted two weeks (up to 80 hours) of Emergency Paid Sick Leave.
- V.2 Eligible part-time and seasonal employees will be granted EPSL equal to the number of hours normally worked by the employee in a two-week period. If the normal scheduled hours are unknown, or if the part-time or seasonal employee's schedule varies, the City may use a six-month average to calculate the average daily hours. Part-time or seasonal employees may take EPSL for this number of hours per day for up to a two-week period.
- V.3 EPSL is not required to be taken at once and shall cease when the need for leave ends. EPSL offered under this provision does not carry over from one year to the next. Employees must follow normal sick leave notice procedures in order to use EPSL. This leave is paid to employees who are unable to work, or telework because:
 - a. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - b. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
 - c. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
 - d. The employee is caring for an individual who is subject to an order as described in (a) or has been advised as described in (b);
- V.4 EPSL will be paid at the employee's regular rate of pay not to exceed \$511 per day, and \$5,110 in the aggregate, for leave taken in accordance with V.V3a, b or c.
- V.5 EPSL will be paid at two-thirds of the employee's regular rate of pay, not to exceed \$200 per day, and \$2,000 in the aggregate, for leave taken in accordance with V.V3.d.
- V.6 EPSL is available to full-time and part-time employees effective March 1, 2021 or for new hires on their first day of employment, ending March 31, 2021.

VI. Procedures

- VI.1 Employees must report absences due to EPSL to their supervisor/manager as normal, with as much advance notice as practicable. Employees requesting leave must complete the self-certification form and return via email to HRdept@amarillo.gov or in person to the Human Resources Department "within two business days of requesting leave."
- VI.2 The Human Resources Department may require a doctor's note.
- VI.3 EPSL hours do not count as hours worked in the calculation of overtime.
- VI.4 Employees may apply an available paid leave accrual to supplement their EPSL pay if the available approved emergency leave is less than their regular schedule. For example, if an employee is paid 2/3 of their pay using available EPSL, they may apply an available paid leave accrual to the remaining 1/3 of their pay.

VI.5 No employee will be compensated for unused leave associated with the EPSL upon separation of service.

VII. Exceptions

VII.1 Federal and/or State acts may be amended and/or enacted that provide additional leave coverage more than the benefits provided by the City of Amarillo. All employees electing EPSL act are still responsible for adhering to employee responsibilities established in Section IV of this policy.

VII.2 The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason.