

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: March 22, 2022

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

Requested Motion

Motion to approve the extension of the Emergency Sick Leave and Quarantine Leave provisions of the COVID-19 Vaccine Incentive Policy for Town employees, until such time as deemed appropriate by the Town Manager.

Approval Recommended?

Yes

Item Details

The Town's current COVID-19 (COVID) leave-related policies are set to expire on March 31, 2022. These policies were most recently extended as an incentive for Town employees and new hires to receive the COVID-19 vaccination. While the number of COVID cases within the workforce continue to trend positively (low COVID numbers), the Town would like to keep the current Emergency Sick Leave and Quarantine Leave provisions of the COVID-19 vaccine policy in place for the next few months, while remaining COVID-19 variant impacts are being monitored and to support continued vaccination efforts. With Town Council's authorization the decision to discontinue the use of the Emergency Sick Leave and Quarantine requirements would be at the discretion of the Town Manager. This decision would be supported by data reflecting continued positive trends, and announced in advance to employees.

The following section of the COVID Vaccine Leave Policy will be updated, as follows (new language in red):

VII. Leave Provisions

The 120 hours of TOA Emergency Sick Leave will be in addition to any remaining TOA ESL balances the employee may have as of September 30, 2021.

Paid Quarantine Leave and TOA Emergency Sick Leave will ~~be set to expire March 31, 2022~~ **expire at a date determined by the Town Manager, based on data reflecting positive trends in COVID-19 cases (low number of cases), and will be communicated in advance to employees.**

TOA Emergency Sick Leave is not eligible for rollover or pay out upon separation.

Additional Vacation Leave will not expire, but will be kept in a separate leave bank and not eligible for rollover or payout upon separation.

Attachments

- N/A

