



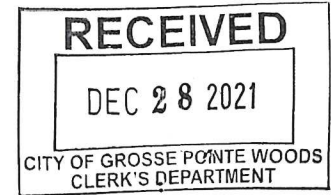
CITY OF GROSSE POINTE WOODS

MEMORANDUM

Date: January 5, 2022

To: Mayor and City Council

From: Frank Schulte, City Administrator *FS*



Subject: Extension of COVID Time Bank for Employees

At the March 15, 2021, City Council meeting City Council authorized the City Administrator to establish an employee COVID-19 time bank of 80 hours per employee for the 2021 calendar year.

The virus continues to be an ongoing health crisis affecting city employees, especially with the highly contagious Delta and Omicron variants.

I am requesting that the Council provide employees a new COVID-19 time bank of 40 hours for calendar year 2022. This would provide a bank of 40 hours to be used in the following circumstances:

- The employee is subject to quarantine or isolation due to COVID-19.
- The employee has been advised by a health care provider to self-quarantine due to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for an individual who is subject to a quarantine or isolation order by a healthcare provider.

The time would not be carried over into the following year nor be allowed to be part of an employee's final compensation computation.