



CITY OF GROSSE POINTE WOODS

MEMORANDUM

Date: January 18, 2022

To: Mayor and City Council

From: Frank Schulte, City Administrator

Subject: Extension of COVID-19 Time Bank for Employees

At the January 10, 2022, Committee-of-the-Whole meeting it was determined to address establishing an employee COVID-19 time bank of 40 hours per employee for the 2022 calendar year at the January 24, 2022, City Council meeting.

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.

COMMITTEE-OF-THE-WHOLE
MINUTES EXCERPT(PENDING APPROVAL)
01-10-22

Next, the City Administrator Schulte provided history on the 2021 COVID Time Bank and requested an **Extension of COVID Time Bank for Employees**. Questions and answers ensued. There was consensus of the Committee to refer the topic to City Council for a vote on January 24, 2022.