	CITY OF HENDERSONVILLE		
		Policy Rescinded	April 7, 2022
Policy Name:	City COVID-19 Relief Policy	Date Approved:	December 30 ,2021

The City of Hendersonville is taking proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the City’s goal during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The City of Hendersonville is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The City of Hendersonville will provide eligible employees with emergency paid sick leave under certain conditions. This is addition to the City Administrative Sick Leave.

Eligibility

All employees are eligible for emergency paid sick leave under the City COVID-19 Relief policy.

Reason for Leave


You may take City COVID-19 Relief if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis; you are seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID–19 and you have been exposed to COVID–19 or your employer has requested such test or diagnosis, or the employee is obtaining immunization related to COVID–19 or recovering from any injury, disability, illness, or condition related to such immunization.
4. You are caring for someone subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare professional to self-quarantine for COVID-19 related reasons;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and
7. Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration/Compensation

Employees are eligible for:

- **Full-time employees:** 80 hours of pay at their regular pay rate.
- **Part-time employees:** Pay for the number of hours the employee works, on average, over a two-week period.

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Leave Rules

You may elect to use emergency paid sick leave under the City COVID-19 Relief Policy before using any accrued paid leave. If you are under quarantine and choose not to be tested for COVID-19 on day 4 or 5 after exposure to someone with COVID-19 day or as soon thereafter as possible, you will not be eligible for any COVID-19 leave.

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. The employee is to submit the Employee Request for City COVID-19 Relief form to their department head. The department head shall send this form to Human Resources immediately for review and processing. All other normal call-in procedures apply to all absences from work.

Retaliation

The City of Hendersonville will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy will expire when rescinded by the City Manager and/or ratified by the City Council.

Approved by:

John F. Connet, City Manager

Date:

This policy may be modified by the City Manager to keep it compliant with The American Rescue Plan guidelines. Any changes to the policy that exceed The American Rescue Plan guidelines will be brought to City Council for approval. Changes made by the City Manager will be distributed to the City Council.