



To: Oelwein City Council

From: Dylan Mulfinger, City Administrator

Subject: COVID-19 (Coronavirus) Employee Leave Policy

Date: 4/27/20

The City of Oelwein must adapt to the COVID-19 epidemic and ensure that employees are safe. The city now has guidelines for employees to ensure they know what to do when they see a positive test for themselves or their family.

- At the first sign of symptoms, employees must stay home and notify their supervisor
 - Symptoms include:
 - Fever
 - Cough
 - Shortness of breath
- Once an employee has either come in contact with a person who has experienced symptoms of COVID-19 or has experienced symptoms themselves, they must do the following:
 - Stay home and notify their supervisor
 - People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions (CDC recommendations):
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - at least 7 days have passed since your symptoms first appeared
 - The county, state, and CDC may have additional rules that must be followed for employees who test positive for COVID-19
- The city is following the Families First Coronavirus Response Act (FFCRA)
 - Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:
 - is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - has been advised by a health care provider to self-quarantine related to COVID-19;
 - is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 - is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
 - is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.



- Families First Coronavirus Response Act (FFCRA) will guide leave for the city as new rules and regulations have come out
 - Employee Paid Sick Leave Time
 - Eligible full-time employees are entitled to two weeks (80 hours) of fully paid sick leave to self-quarantine, seek a diagnosis or preventive care, or receive treatment for COVID-19. After this leave, employees would use leave in this order; sick, compensatory time, personal days, vacation. Regular FMLA may run concurrently with other forms of leave.
 - Employee Paid Sick Leave Time
 - Eligible full-time employees are entitled to two weeks (80 hours) paid time off at two-thirds of their regular pay to care for a family member or to care for a child whose school has closed, or if their child care provider is unavailable due to COVID-19. After this leave, employees would use leave in this order; emergency sick, compensatory time, personal days, vacation. Regular FMLA may run concurrently with other forms of leave.
 - Expanded Family and Medical Leave
 - Eligible full-time employees and part-time employees are entitled to 12 weeks of job-protected leave to take care for their children in the event of a school closure or their childcare provider is unavailable due to COVID-19.
 - The 12 weeks of job-protected leave include two weeks of unpaid leave, followed by 10 weeks of paid leave. Eligible employees may elect or be required to overlap the initial two weeks of unpaid leave with two weeks of other paid leave they have available. Eligible employees will receive a benefit from their employers that will be no less than two-thirds of the employee's usual pay. After this leave, employees would use leave in this order; emergency sick, compensatory time, personal days, vacation. Regular FMLA may run concurrently with other forms of leave.
- Employees can run the Employee paid Sick Leave and Expanded Family and Medical Leave at the same time.

Examples

Employee Time

- The employee gets sick and takes Employee Paid Sick Leave Time. They have 80 hours at regular pay of paid sick leave. Should the employee need to remain off work, the employees accrued time will start being used in accordance with the personnel manual.

Employee Family Time

- The employee must leave to take care of a sick with COVID-19 family member. They would receive 80 hours at 2/3 pay of paid sick leave. The employee may substitute accrued time to bring their pay to full. Should the employee need to remain off work, the employees accrued time will start being used in accordance with the personnel manual.

Employee Childcare

- The employee loses childcare or must stay home for their school aged children. The employee can use their 80 of employee family time at 2/3 pay for the first 80 hours. They may supplement accrued leave time to cover the remaining third of their pay during this leave. Once the employee family time paid sick leave is used, the employee would go into Expanded Family and Medical Leave. The employee would have 12 weeks of 2/3 paid leave and may supplement accrued leave



time to cover the remaining third of their pay during this leave. Should the employee need to remain off work, the employees accrued time will start being used in accordance with the personnel manual.

City Issued Sick Leave

The city understands that employees need the flexibility to be able to take time off to recover and take care of their families during this pandemic. The city will expand sick leave so that it can be taken for caring of employee's spouse and dependents. This expansion of sick leave will expire December 31, 2020.