

## Utah County Human Resource Management Emergency Policy 2020-2: Modified Leave

**Purpose.** Pursuant to the recommendation of federal and state authorities, and for the purpose of minimizing and reducing workplace exposures and ensuring the health and safety of its employees and the general public, Utah County has created this temporary modification to our leave policy to mitigate the potential impacts of the COVID-19 virus on our staff and the community.

### I. Policy

Utah County recognizes that COVID-19 will significantly impact our workforce. These impacts may include a personal illness, caring for an ill family or household member, or a lack of childcare. It is the intent of Utah County to comply with the federal Families First Coronavirus Response Act (FFCRA). In an effort to minimize the impact of COVID-19 on employees the County will temporarily modify the County leave policies. This policy will take effect beginning April 1, 2020 through December 31, 2020. This policy replaces and rescinds any emergency leave policy previously implemented by the County. It may be extended, modified, or rescinded as needed by decision of the Director of the Utah County Office of Human Resource Management (OHRM) in consultation with the Utah County Commission.

### II. Procedures

- A. FFCRA.** All qualifying Utah County employees will be provided leave pursuant to the conditions set forth in the FFCRA, during the period of time this policy is in effect.
1. Except as set forth below, Utah County excludes employees designated as emergency responders or health care providers from the application of leave provisions under the FFCRA; this exclusion applies to employees of the Health, Sheriff, CJC and Public Works Departments.
  2. Emergency Paid Sick Leave Provisions of the FFCRA will apply to emergency responders and healthcare providers when they:
    - a. are subject to a Federal, State, or local quarantine or isolation order related to COVID-19,
    - b. have been advised by a health care provider to self-quarantine due to concerns related to COVID-19, or
    - c. have been directed by their supervisor to stay home related to COVID-19
  3. Any benefits-eligible employee receiving emergency paid sick leave or

emergency family and medical leave pay under FFCRA may supplement the pay with available funds from their County-provided sick leave accounts up to the amount of their regular rate of pay.

- B. **Voluntary Self-Isolation or Quarantine.** For the period of time that this policy is in effect, a benefits-eligible employee may voluntarily self-isolate, or quarantine due to COVID-19 subject to the following conditions:
1. The employee must request and receive approval of the employee's department head and OHRM,
  2. Employee must use their sick and/or vacation leave to compensate them for time away from work.
  3. The employee is limited to leave of no more than fifteen (15) working days.
  4. If the employee runs out of accrued sick leave available to them, the employee will be allowed to go on leave without pay (LWOP) with a continuation of health benefits for a total period not to exceed the period of fifteen (15) days.
  5. Any request for extension of LWOP beyond the fifteen-day limit will be handled on a case by case basis through consultation between the employee's department head and the OHRM.
  6. The employee is expected to contact the employee's supervisor on a daily basis.
- C. **Donated Sick Leave.** By department, sick leave-to-sick leave donation will be allowed during the time this temporary policy is in effect.
- D. **Vacation Accrual Limits.** Loss of vacation accrual over the vacation leave policy maximum accrual limit will be suspended while this policy is in effect. Hours carried in excess of the vacation leave policy maximum accrual limit must be used by the employee's birthday in calendar year 2021 or will be forfeited at that time.
- E. **County, Department or Facility Closures**
1. In cases where the County closes or suspends operations of particular services or departments, employees may be temporarily reassigned or asked to work from home. Non-FLSA exempt employees will be compensated for their actual hours worked.
  2. In situations where reassignment or working from home is not available, the employee's supervisor should contact OHRM and such situations will be dealt with on a case-by- case basis.
- F. **Other types of leave**
1. Employees with other reasons for leave, unrelated to COVID-19, may use available leave types pursuant to OHRM Rules & Regulations IX.A. Fringe Benefits