



## CITY OF GREEN BAY PERSONNEL POLICY

<b>Policy Title</b> COVID-19 PAID SICK LEAVE	<b>Policy Reference</b> Chapter 23, Section 2
<b>Policy Source</b> Human Resources Department	<b>Legal Review Date</b> 12/09/2020
<b>Personnel Committee Approval</b> 12/08/2020	<b>City Council Approval</b> 12/15/2020

23.2.1 **PURPOSE.** The Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA), which provide additional sick time for employees while they or their family members are impacted by COVID-19, expire on December 31, 2020 due to the sunset date set by the Federal Government. The City of Green Bay does not intend to extend these laws, but intends to create a paid sick leave benefit (separate from employees' current sick leave accrual bank) for employees who are affected by COVID-19 and meet the qualifications listed in this policy. This policy is not intended to supplant or supersede any federal, state, or local COVID-19 related law(s) that may be passed in the future. If any such law is passed on a later date, then the City reserves the right to amend this policy to coincide with the new legislation.

23.2.2 **COVID-19 PAID SICK LEAVE.** Provides paid sick leave in addition to the employee's current sick leave accrual.

a. **Employee eligibility.** All employees actively employed by the City, including members of the bargaining units in Transit, shall be eligible for this leave effective January 1, 2021. All employees in the bargaining units in Police and Fire will be eligible effective December 15, 2020.

b. **Qualifications.** The employee must be unable to work or telecommute because:

- 1) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- 2) The employee is experiencing symptoms of the COVID-19 virus and is seeking a medical diagnosis from an appropriate health care provider.

- c. Pay During Leave. The amount of COVID-19 Paid Sick Leave available to employees is limited as follows:
- 1) Full-time employees will be eligible for 40 hours of paid sick leave.
  - 2) The number of hours of sick leave that Regular, Part-time employees will be eligible for will be pro-rated based upon their regular hours of work in one week, in an amount not to exceed 40 hours.
  - 3) Employees who work a variable work schedule will be eligible for one week of sick leave, to be calculated based on their average weekly hours of work over the preceding six-month period, in an amount not to exceed 40 hours.
- d. EPSLA and EFMLEA Leave. An employee's total amount of available COVID-19 Paid Sick Leave includes any leave the employee has previously used under EPSLA or EFMLEA in 2020. No employee may exceed 40 hours or the pro-rated one week amount for Regular, Part-time employees or employees who work a variable schedule.
- e. Paid Sick Leave does not count towards overtime. In accordance with City of Green Bay Personnel Policy 9.2.6, COVID-19 Paid Sick Leave will not be considered actual hours worked for the purpose of determining eligibility for OT.
- f. Benefits during Leave. Benefits for an employee using COVID-19 Paid Sick Leave will continue as if the employee is actively working.
- g. Procedures for Requesting Leave and Certification. The employee will be required to give notice to the employer of the desire to use the available COVID-19 Paid Sick Leave. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives COVID-19 Paid Sick Leave.

Employees shall complete a COVID-19 Paid Sick Leave Request Form. Forms can be requested by calling Human Resources at 920-448-3013, emailing [humanresources@greenbaywi.gov](mailto:humanresources@greenbaywi.gov), or printing the form from the City website. In accordance with social distancing recommendations, please do not physically go to the Human Resources Department.

- g. Return to Work. Employees may be required to provide a return-to-work notice to their supervisor and Human Resources before returning to work. If an employee is unable to return to work based on a healthcare provider's recommendation and exceeds the amount of COVID-19 Paid Sick Leave he or she is eligible for, then the employee will need to use his or her own sick, personal, vacation, or comp time for the time away from work.

- h. Enforcement. Nothing in this provision shall be construed in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing City policy. An employee is encouraged to consult with the Human Resources Department regarding any questions or concerns.

An employee may not carry over any unused COVID-19 Paid Sick Leave. Further, upon an employee's separation from employment, any unused COVID-19 Paid Sick Leave is forfeited. The Common Council may amend or remove this benefit at any time. COVID-19 Paid Sick Leave is set to expire on April 30, 2021.