



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Temporary Emergency Medical Paid Sick Leave	Policy Reference Chapter 33
Policy Source Human Resources Department	Legal Review Date February 7, 2022
Personnel Committee Approval February 8, 2022	City Council Approval February 15, 2022

23.2.1 **PURPOSE.** The City of Green Bay intends to create a Temporary Emergency Medical 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 **Temporary Emergency Medical 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 except for those in Transit bargaining units, shall be eligible for this leave effective January 1, 2022.
- b. **Qualifications.** The employee must be unable to work or telecommute because:
 - 1) The employee is experiencing symptoms of COVID-19 virus and is seeking a medical diagnosis; or
 - 2) The employee has to quarantine from exposure to COVID-19 or has to isolate from a positive COVID-19 test result; or
 - 3) The employee is caring for a member of his/her household who is infected with COVID-19; or
 - 4) The employee has to stay home with a child due to a school or daycare closing related to COVID-19.
- c. **Pay During Leave.** The amount of Temporary Emergency Medical Paid Sick Leave available to employees is limited as follows:

- 1) Full-time non-public safety employees, depending upon the work schedule, will be eligible for 40 hours or 37.5 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.
- e. Paid Sick Leave does not count towards overtime. In accordance with City of Green Bay Personnel Policy 9.2.6, Temporary Emergency Medical 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 his/her supervisor the desire to use the available Temporary Emergency Medical 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 the Temporary Emergency Medical Paid Sick Leave.

Employees shall provide the appropriate documentation that supports one of the qualifying reasons for this leave outlined in the policy within 45 days of each use of this leave. Any retroactive use of this leave should be submitted no later than March 31, 2022. If an employee does not submit the proper documentation within these time frames, then the City will recover the time from the employee's sick leave, vacation, or personal leave banks. Examples of acceptable documentation may include medical documentation, a positive test result, letter or email from a school or daycare.

Work time missed due to a qualified Temporary Emergency Paid Sick Leave absence, should be recorded on the timecard using the COVID-19 sick leave code.

- g. Return to Work. Employees may return to work based on either a healthcare provider's recommendation or after completing the isolation or quarantine time periods described in the City's COVID-19 guidelines. If an employee exceeds the amount of Temporary Emergency Medical 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 Temporary Emergency Medical Paid Sick Leave. Further, upon an employee's separation from employment, any unused Temporary Emergency Medical Sick Paid Leave is forfeited. The Common Council may amend or remove this benefit at any time. Temporary Emergency Medical Paid Sick Leave is set to expire on December 31, 2022.