

COVID-19 Emergency Paid Sick Leave Policy

Effective April 1, 2020

Approved by the Board of Public Works April 2, 2020

Revisions: April 16, 2020 (Procedures for requesting leave updated)

Revisions: December 3, 2020 (Additional 80 hours EPSL provided)

Revisions: February 11, 2021 (Eligibility expanded to vaccine related matters)

Revisions: May 13, 2021 (EFMLA discontinued; EPSL policy updated and extended)

Extension: September 30, 2021 (EPSL policy extended through December 31, 2021)

Extension and Revisions: January 1, 2022 (EPSL policy extended w/ revised eligibility/hours thru June 30)

Purpose

Marshall Municipal Utilities (MMU) is committed to assisting employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. MMU complied with, and exceeded the requirements of, the Families First Coronavirus Response Act (FFCRA) of 2020 which expired December 31, 2020. MMU's existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

Effective End Date

This policy will cease to be in effect after June 30, 2022 unless extended by the Board of Public Works.

Emergency Paid Sick Leave

Eligibility

All current full- and part-time employees scheduled but unable to work (or telework/remote work) due to one of the following reasons for leave:

1. The employee is diagnosed with COVID-19 or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
2. The employee is obtaining a COVID-19 vaccination.
3. The employee is recovering from any illness related to receiving the vaccine.

Amount of Paid Sick Leave

Beginning April 1, 2020, all eligible full-time employees had up to 80 hours of paid sick leave available to use for the qualifying reasons above. Effective December 3, 2020, all eligible full-time employees had an additional 80 hours of paid sick leave available to use for the qualifying reasons above. The maximum amount of Paid Sick Leave available is capped at 80 hours. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the average number of hours that the employee was scheduled to work per day over the entire term of his or her employment.

Increments and Intermittent Use of Emergency Paid Sick Leave

When teleworking/remote working, employees may take paid sick leave intermittently and in any increment agreed to with their manager but in no case will increments be less than 15 minutes.

Once an employee begins taking paid sick leave, he or she must continue to take paid sick leave each day until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave. This limit is imposed because if the employee is sick or possibly sick with COVID-19, the intent of this policy is to provide such paid sick leave as necessary to keep the employee from spreading the virus to others.

If the employee no longer has a qualifying reason for taking paid sick leave before exhausting his or her paid sick leave, the employee may take any remaining paid sick leave at a later time, until the Effective End Date of this policy, if another qualifying reason occurs.

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay and shall not include shift premium.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Emergency paid sick leave may also be used when an employee is on leave under FMLA for his or her own COVID-19 related serious health condition.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their manager or the HR manager of the need and specific reason for leave under this policy either prior to leave or as soon as possible after leave commences. An Emergency Paid Sick Leave Request form will be provided to all employees on MMU's employee portal at <http://www.mmumo.net/employee.php> and on Employee Navigator at <https://www.employeenavigator.com/benefits/Account/Login>. The Emergency Paid Sick Leave Request form may also be obtained from the HR Manager or any Department Director/Superintendent. Verbal notification will be accepted until practicable to provide written notice.

Documentation from a healthcare provider supporting the need for leave must be included with the Emergency Paid Sick Leave Request form.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time. These procedures must include communication with the HR Manager.

Carryover

Paid emergency sick leave under this policy will not be provided beyond the Effective End Date of this policy. Any unused paid sick leave will not carry over to the next year or be paid out to employees. Unused paid sick leave will not be paid out upon separation of employment.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Please contact the HR Manager with any questions.