

From: Neukirch, Ghida
Sent: Wednesday, January 20, 2021 10:19 PM
To: All Users
Cc: Taub, Emily
Subject: Covid-19 Paid Sick Leave Policy
Attachments: Highland Park Covid-19 Paid Sick Leave Policy 20200111 - Final.pdf

Good evening Colleagues,

One of our highest priorities in responding to COVID-19 has been maintaining a safe working environment for staff to continue to provide City operations while balancing challenges presented by the pandemic.

As you may recall, in April the City implemented a policy in compliance with the Families First Coronavirus Response Act (FFCRA). Under the FFCRA Policy, covered employees were able to take emergency paid leave for several scenarios related to Covid-19. The City's FFCRA Policy expired on December 31, 2020 alongside the FFCRA.

In light of the ongoing pandemic and in recognition of the significant role of City staff in responding to the current public health emergency, we are implementing a separate Covid-19 Paid Sick Leave to City employees not designated as Frontline Emergency Responders.

Covid-19 paid sick leave will be available for covered employees who are not able to work or telework for specific situations related to Covid-19. Employees who have exhausted Covid-19 paid sick leave may use other leave options if necessary, including sick leave, personal time or vacation. Please review the attached Covid-19 Paid Sick Leave Policy and contact your Supervisor, Department Director or Human Resources with any questions.

Special thanks to HR Manager Taub for drafting the attached policy, and our department directors for their review and feedback.

Thank you again for your professionalism and exceptional service to the Highland Park community!

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