

Covid-19 Paid Sick Leave Policy

Effective January 11, 2021 through March 21, 2021

The City of Highland Park recognizes the important and significant role of City staff in responding to the current public health emergency and continued operations of the City during the emergency. As such, this Covid-19 Paid Sick Leave Policy is implemented to provide emergency Covid-19 paid sick leave benefits to City employees not designated as Frontline Emergency Responders.

The City reserves the right to interpret, change, or terminate this policy at any time, including prior to March 21, 2021.

An employee who is employed by the City and is unable to work or telework as determined by the City Manager may be eligible for Covid-19 paid sick leave.

In order to qualify for Covid-19 paid sick leave, the employee must:

1. Work for the City at the time of the request.
2. Must not be included by the City in the definition of a Frontline Emergency Responder. The City deems Frontline Emergency Responders to include the following positions: Police Officer, Police Sergeant, Firefighter EMT II, Fire Lieutenant EMT II.
3. Must be unable to work or telework for the following reasons:
 - a. The employee is subject to a Federal, State, or local quarantine or isolation order related to Covid-19;
 - b. The employee has been advised by a health care provider to self-quarantine due to concerns related to Covid-19;
 - c. The employee is experiencing symptoms of Covid-19 and seeking a medical diagnosis; or
 - d. The employee is caring for an individual under the age of 14 who is subject to an order as described in subparagraph (a) or has been advised as described in subparagraph (b).
4. Unable to work Determination:
 - a. The City will review all applications for Covid-19 paid sick leave benefits to determine whether the City can provide telework. All employees that are able to telework are not eligible for Covid-19 paid sick leave benefits. The City may, at its discretion, work with the employee to restructure the employee's work hours. Any schedule change will be confirmed in writing by the City.

5. Documentation:

The employee must provide the City notice and the following information as soon as practicable after the first workday or portion of a workday for which an employee receives Covid-19 paid sick leave in order to continue to receive such leave:

- a. The employee's name;
- b. The dates on which leave is requested;
- c. The qualifying reason for leave;
- d. A statement that the employee is unable to work or telework as a result of the qualifying reason for leave; and
- e. The employee must provide a note from the healthcare provider or facility and/or whatever additional documentation is requested by the City in order to substantiate the request for Covid-19 paid sick leave.

6. Pay for Covid-19 Paid Sick Leave:

If an employee is eligible for paid sick leave benefits s/he will be paid as follows:

- a. Full time employees under this policy are employees regularly scheduled to work at least 40 hours per week. Full time employees will be paid for up to eighty (80) hours;
- b. Part-time employees will be paid the average number of hours the employee worked during a two-week period.
- c. If Covid-19 paid sick leave is requested for reasons set forth in paragraphs 3(a) (b) or (c), the employee will be paid their regular rate of pay but no more than \$511 per day and \$5,110 in total.
- d. If paid sick leave is requested for reasons set forth in paragraphs 3(d) the employee will be paid no more than 2/3 of their regular rate of pay up to a maximum of \$200 per day and \$2000 in total.
- e. Employees should use their Covid-19 Paid Sick Leave Benefits before using their accrued benefit time under the City policy.

7. Intermittent Covid-19 Paid Sick Leave:

- a. For employees that are not eligible to work remotely:
 - i. Intermittent Covid-19 paid sick leave is not allowed.
- b. For employees that are able to work remotely:
 - i. Requests for intermittent Covid-19 paid sick leave will be reviewed on a case-by-case basis.

8. Covid-19 paid sick leave shall end the next scheduled workday after the need for leave ends or once the employee has exhausted the benefits under this Policy.