

COVID-19 EMERGENCY LEAVE POLICY

In the event of a wide-spread COVID-19 outbreak emergency, as declared by the Mayor, in conjunction with the U.S. Centers for Disease Control and Prevention (CDC) and/or the State of Idaho, the following COVID-19 leave policy applies to all employees, including temporary and non-benefit eligible.

This policy is above and beyond what is provided under the City's other leave policies. Employees who qualify for COVID-19 leave will not be required to use vacation, comp-time or sick leave. What constitutes qualifying for the policy is described below. Any leave granted under this policy shall not be included in the calculation of over-time. All medical documentation requested as part of this policy should be provided to Human Resources to maintain privacy.

Qualifying Circumstances:

Confirmed Infection: Employees who are absent due to a confirmed COVID-19 infection will receive full pay for their normally scheduled work hours until a medical care provider has authorized their return to work. Each employee using this leave will be required to provide written documentation from a medical care provider upon their return to work.

Suspected COVID-19 Infection or Exposure: If you are asked to leave work or are quarantined due to symptoms or possible exposure to COVID-19, and you are subsequently found to be free of the virus, you will be paid in full for your normally scheduled work hours to cover the time it took to obtain the medical evaluation. You will be required to provide a written medical care provider's notification clearing your return to work.

If you suspect that you have COVID-19 and are subsequently found to have the virus, leave use will be credited back to your accrual bank.

Immediate Family Member Infection: This leave policy applies to the employee's own illness or for the employee to care for an immediate family member with COVID-19. The employee will receive full pay for normally scheduled work hours. A medical care provider's written notification will be requested confirming that COVID-19 is the reason for the absence. For purposes of this section immediate family shall be defined as spouse, children, parents of the employee and employee's spouse.

Vulnerable Family Care: Any employee that may be defined as vulnerable to infection or who has responsible care for an immediate family member who is defined as vulnerable is encouraged to bring that concern to the attention of the Department head or Human Resources. It is the intent of this policy to limit the potential spread of COVID-19, particularly in vulnerable populations. The granting of leave, approval for remote work, assignment to other suitable work, or leave arrangements should all be considered in an effort to meet the intent of this policy. The definition of a vulnerable adult or family member can change, based on the modes of infection and complications that are symptomatic of COVID-19.

Dependent Care: It is the responsibility of the employee to find suitable care for dependents. COVID-19 leave will not be granted solely on the basis of providing childcare. Departments are encouraged to work with employees to review flexible schedules to create opportunities that allow employees to continue to work and for continuation of services.

Travel and Training: Upon a declaration or the initiation of this policy by the Mayor, all non-essential travel approvals are revoked effective immediately.

Approval of Remote Work: Under these extraordinary circumstances, some employees may be directed by the Mayor to work remotely. In addition, with approval by the department head, an employee may request to work remotely as well. Approval by the Mayor will be based upon the essential nature of services, the work to be completed, and the feasibility of service delivery.

Worksite Contamination: Should any work site become contaminated, it is critically important that the department take significant steps to contain the potential impact. Any employee that may have been exposed should be notified. It is equally important that individual rights and private health information be protected. Departments should immediately implement decontamination procedures that will reduce the potential of additional COVID-19 infections.

Abuse of this policy will result in disciplinary action, up to and including termination. The City reserves the right to revise this policy without notice due to changing conditions related to the control of COVID-19.