

12/30/2020

To All City Staff,

The City of Lawrence remains committed to taking care of all of you so you can continue to provide the best service to our community. You and your families are important to our success and it is imperative that we remain committed to our values, which includes taking care of each other. We have important updates to share regarding revisions to the [HR COVID-19 Policies and Procedures](#).

1. The C19 Leave Code usage has been evaluated organizationally to determine whether it will continue beyond January 2, 2021. Based on usage data and other situational factors, we have decided to continue the use of the C19 Leave Code for all full- and part-time regular employees' COVID-19 related leave until **March 27, 2021**.
2. The City of Lawrence partners with Heartland Community Health Center for COVID-19 testing for staff and family members. If an employee chooses to test any place other than Heartland, they will be responsible for providing documentation that they are cleared to return to work to Shelby Patch in Risk Management.
3. The Cares Act expires on December 31, 2020, which means that Emergency Paid Sick Leave (EPSL) and the EFMLA are expiring as well. As previously mentioned, the City has decided to continue acknowledging this leave and allow the use of the C19 leave code through March 27, 2021. The impact of this expiration on employees is that COVID-related child care leave will no longer be a job-protected leave option for FMLA purposes; however, the paid leave aspect will remain in place. All future COVID-19 childcare-related leave requests will still need to be submitted through the FMLA@lawrenceks.org email, and will be approved on a case-by-case scenario through your supervisor. Leave that was previously granted through the CARES Act in some cases may no longer be granted. Please see the updated [HR COVID-19 Policies and Procedures](#) to understand the existing guidelines for internal COVID-19 related leave and work with your supervisors on any related time off needed in the coming months.
4. All caps (maximums) for Vacation and Sick Leave benefit balances will remain lifted throughout the duration of the COVID-19 event. At some point, when the Vacation Leave cap is reinstated, all logged benefit hours in excess of 300 hrs. for Regular staff, 400 hrs. for 2912 staff will be moved to another to-be-identified independent balance fund. Employee usage of the independent fund balance will act in accordance with with the same Vacation leave balance usage factors. See the [Employee Handbook Section III-A](#) for more details on the Vacation Leave usage factors.

We hope this will provide staff continuity and support navigating the coming months as the ongoing impact of COVID-19 is realized in our community.

As a reminder, employees need to immediately contact their supervisor if:

- The employee or someone in their household is experiencing COVID-19 symptoms
- They or someone in their household has been tested for COVID-19
- The employee thinks they have been exposed to someone with COVID-19
- They have been in close contact with someone who is being tested or has tested positive
- They see indications that lead them to believe a coworker is showing symptoms of COVID-19
- They are considering personal or business travel

Supervisors are responsible for contacting Risk Management for a risk analysis. Supervisors can call or text 785-813-2843 to evaluate the circumstances based on the most recent guidance available.

Thank you,
City of Lawrence Human Resources