

## **Human Resources Policy and Procedure**

### **Employee Instructions for Evaluation for and/or Absence from Work Related to COVID-19**

Effective Dates: March 14, 2020 through May 15, 2020

Revised: March 19, 2020

#### **If you are sick, stay home**

### **Employee COVID-19 Risk Analysis for Eligibility to Report to Work - All Employees**

If you are unsure if you should report to work, follow these steps:

1. Please refer to the CDC website [here](#) regarding Isolation and Quarantine protocol.
2. Immediately call your supervisor to let them know you are having a COVID-19 risk analysis before returning to work and briefly state the reasons why.
3. Contact Shelby Patch in Risk Management for a COVID-19 risk analysis, by calling or texting 785-813-2843 to evaluate the circumstances based on the most recent available guidance.
4. Shelby Patch will notify both you and your supervisor of your work status.

When at work, if any employee thinks that they may be exposed to someone with COVID-19 or see indications that leads them to believe that a coworker is showing symptoms of the coronavirus, immediately report it to your supervisor. After speaking with your supervisor, contact Shelby Patch, Risk Management, by calling or texting 785-813-2843. Shelby will evaluate the circumstances based on the most recent available guidance. Shelby will notify both you and your supervisor of your work status.

### **Employee Instructions for Absence from Work Related to COVID-19**

#### **Types of Absence – All Employees**

COVID-19 medical related absences from work:

1. [At risk for Serious Illness from COVID-19](#) (as defined by the CDC)
2. [With a Potential Exposure and is of Medium or High Risk](#) (as defined by the CDC)
3. Who is [Symptomatic](#) and/or Tests positive for COVID-19
4. To care for a family member who falls under these categories

COVID-19 non-medical related absences from work:

5. day care/school closure due to COVID-19
6. unable to work due to department work assignment changes that reduce your work hours related due to COVID-19
7. other similar reason related to COVID-19

The types of absence related to COVID-19 and eligible to use the C19 has been expanded to include those who are unable to work due to the City closing their work area, they are unable to work remotely, or unable to work in any capacity.

In order to carry out our mission there are essential positions that must be filled. Supervisors will communicate with effected employees in this case.

### **Call in Procedures for Absence from Work - All Employees**

For every absence from work:

- Continue to use your regular division/department rules for calling in absent.
- In addition, Email [FMLA@lawrenceks.org](mailto:FMLA@lawrenceks.org) or call 785-832-3206 with the following information:
  - Attest that you are experiencing one of the medically related reasons identified above (the requirement for medical documentation is being waived for COVID-19 during this period of time)
  - or, Attest to any other non-medical reason related to COVID-19
  - Provide expected dates of leave
  - If for medical reasons, state if it is for yourself or for a family member
  - Provide supervisor name

As of the date of this revision, FMLA guidance says that FMLA will be awarded to those absences that fall under regular FMLA rules for eligibility and qualifying medical conditions, #3 above or #4 above if caring for a family member who falls under #3. FMLA designations will be adjusted as appropriate by recent legislation.

### **Pay Options During Absence for Full-time and Part-time Regular Staff – Benefitted Staff**

#### C19 Leave Bank

In order to help relieve the financial pressure to employees who are unable to report to work during this unexpected event, the City has created a bank of hours for full-time and part-time Regular employees specifically for COVID-19 related absences.

In a new leave bank called C19, you will find hours equivalent to 2 standard workweeks (80 hours for full time regular, 112 hours if you work 24-hour shift in Fire Medical, 40 hours for part time regular). These hours can be used for reasons related to the Coronavirus/COVID-19 from now through May 15, 2020 during the pandemic. The need for the continued use of this bank will be reevaluated at that time. This accrual has been set up in system in payroll and Executime and will be available to request on 03/20/2020. The usage of C19 will not reset the wellness count to zero during this time period. C19 balances are not banked, paid out, is not available as a discretionary eave bank, or payable upon separation from service.

You may access the C19 leave bank if you are a person with any of the COVID-19 medical and non-medical reasons listed above in the Types of Absences section.

#### Other Paid Time Off Leave Banks

After the C19 bank is used, you may use your accrued benefit time according to policy. Policies can be found under Section III, Time-Off Benefits [here](#). Covered Police and Fire employees should refer to their Memorandum of Understanding. The paid time off benefits are:

- Sick leave (restrictions for sick leave to be only for personal illness is being waived for absences related to COVID-19 during this period of time)\*
- Family sick leave\*
- Vacation
- Personal days

- Kelly days
- Wellness days program
- Comp time

\*The Usage of Sick Leave / Family Sick Leave will not reset the wellness count to zero during this time period.

All benefit time for COVID-19, including C19 needs to be recorded in Executime to receive pay

#### **FMLA & ADA**

- If an employee or family member (according to [FMLA guidelines](#)) tests positive for the Coronavirus:
  - Human Resources will send documentation to the employee's work email address (paper copies will not be mailed out)
  - Employees will not be required to submit medical documentation for COVID-19 related absences
- If you have an ADA qualifying disability and need to request an accommodation to be able to continue to work, follow the usual process:
  - Make a request to your supervisor
  - Supervisor will contact Human Resources
  - Request will be evaluated
  - Paperwork may still be required for COVID-19 related accommodations

***As this situation continues to progress, instructions may change.*** A page has been created on the Intranet [here](#) and internet [here](#) for your reference. The City of Lawrence will generally follow the [CDC Guidance for Businesses](#) for our workplace policies.