

**08/21/2020**

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](#).

### **Update #1: C19 Leave Code Usage**

The C19 Leave Code usage has been evaluated organizationally to determine whether it will continue beyond September 12, 2020. 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 **January 2, 2021**. Changes to the policy regarding C19 Leave Code Usage have been made, as highlighted below:

- C19 pay code extended for full-time and part-time regular staff through **January 2, 2021** (will be re-evaluated at that time).
- Effective 9/13/2020, the C19 bank of hours paid at 100% for all types of absences 1-8 HR COVID-19 Policies and Procedures is only available for full-time and part-time regular employees. Part-time temporary and seasonal employees may request C19 hours for types of absences 1-6 in the HR COVID-19 Policies and Procedures.
- The maximums for the Vacation and Sick Leave benefit balances remain lifted during the COVID-19 event. Once the vacation cap is placed back into effect, hours in excess of 300 (400 for 2912 staff) will be moved to an independent balance to be utilized by the employee with the same parameters as their regular vacation balance.
- Note: If you have previously requested leave and completed the FFCRA form, when requesting leave after September 12, 2020, you will need to submit a new FFCRA form to [FMLA@lawrenceks.org](mailto:FMLA@lawrenceks.org)

We have updated the [HR COVID-19 Policies and Procedures](#) to reflect these changes on the [internet/intranet](#) pandemic pages for future reference. This extension and continuance of the C19 Leave Code will be re-evaluated as the new timeline of January 2, 2021 comes closer. 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. The Frequently Asked Questions COVID-19 document has also been updated and can be found [here](#).

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