

	City of Seabrook – Personnel Policies and Procedures		
	TEMPORARY COVID-19 LEAVE POLICY		
		Effective Date: 3/10/2020	

PURPOSE

The purpose of this policy is to provide guidance and instruction to employees on how to manage time away from work if a leave of absence is needed to recuperate from COVID-19, to care for a family member diagnosed with COVID-19, or their children’s schools or childcare programs close, or dismiss as a result of the COVID-19 virus.

DEFINITIONS

- **FMLA (Family Medical Leave Act)** – As authorized in Chapter 5, Section 20 of the Employee Policy Manual, a leave designation that applies to qualified employees experiencing serious health conditions themselves or their immediate family members and which runs concurrently with other types of leave, such as sick leave, vacation leave, personal leave, floating holidays, holiday bank, comp-time, and worker’s compensation, as well as leave without pay.
- **Leave** – As authorized by Chapter 5 of the Employee Policy Manual, an employee may use other types of leave, such as sick leave, vacation leave, personal leave, floating holidays, holiday bank, comp-time and worker’s compensation, as well as leave without pay.
- **Telecommuting** – an arrangement in which an employee regularly performs work at an alternative work site for a specified portion of the workweek. Occasional work off-site, including work while traveling on City of Seabrook business, does not constitute telecommuting.

POLICY

This policy will take effect on March 10, 2020 and will remain in effect until the Center for Disease Control issues a statement that the COVID-19 is no longer a threat to the public. No part of this policy will be effective to the extent it conflicts with State or Federal law.

PROCEDURES & RESPONSIBILITIES

Employees may need to take leave to recuperate from COVID-19 or assist with caring for immediate family member(s) diagnosed with COVID-19, or due to the employees’ children’s schools or childcare programs closure, or dismissal, as a result of the COVID-19 virus. The City of Seabrook, in an effort to enable employees to stay home will be permitted to realize a negative leave accrual balance.

Before an employee will be permitted to enter into a negative sick leave balance the following criteria is required.

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- A. Employee shall be a full-time employee and classified as either exempt or non-exempt.
- B. Employee shall submit to Human Resources written communication from a physician diagnosing the employee and/or family member with the COVID-19 or provide documentation that their child’s(ren’s) school or childcare program is closed.
- C. Employee shall have exhausted all accrual balances of sick, vacation, floating holiday, holiday bank, personal leave and comp-time.

Eligible employees will be permitted to accrue up to 80 hours of negative sick leave. This negative sick leave balance will be considered a salary advance and require the employee to reimburse the City either through future accruals or cash payment.

If an employee’s employment is terminated prior to satisfying the negative sick accrual, a deduction shall be made from the employee’s final check to the extent allowed by law to cover the value remaining that was advanced to the employee or the employee shall make a cash payment to the City for the balance remaining. **The employee’s acknowledgement of this policy will serve as evidence of receipt of this policy and shall serve as permission for the City to make said deduction, without the need for a separate agreement.**

FAMILY MEDICAL LEAVE

If the leave qualifies as FMLA-protected leave, the City will require the employee to use paid sick leave, vacation leave, and other accruals pursuant to the FMLA policy in the Employee Policy Manual.

ACCOUNTABILITY

Any employee who fails to follow the requirements of this policy and/or falsifies any information or documentation related to their own or another’s potentially life-threatening, contagious illness will be subject to disciplinary action in accordance with City policy up to and including termination.

TELECOMMUTING

If the need arises, employees who hold positions that are suitable for telecommuting may enter into a Telecommuting Work Arrangement Agreement and will comply with the Emergency Telecommuting Policy.