

Sample notice to employees related to leave flexibility (3/24/20)

Date: [date]

To: [employee group name]

From: [name], [title]

Re: Temporary Notice for Leave Flexibility

In response to evolving conditions of the COVID-19 outbreak, the declaration of local, state and national emergencies relating to it, and [employer name]'s desire to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, and the public, while also ensuring the continuity of city operations in the event of a pandemic, [employer name] is implementing this Temporary Notice for Leave Flexibility.

Disclaimer

This notice supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this notice directly contradicts another current policy, rule, procedure, or regulation in which case this notice supersedes existing policy, rule, procedure, or regulation.

[employer name] reserves the right to modify or rescind this notice at any time.

Effective Date

This notice is effective on [date] for leaves taken [date] through [date] or as otherwise determined and notified by [employer name].

Leaves

The following are components of paid leave involving the COVID-19 outbreak for employees eligible to receive any paid leaves from the city:

1. Sick leave may be utilized in the event where a child's school or place of care has been closed due to COVID-19 and the employee's presence is required to provide care for the child.
2. An employee who has exhausted sick leave, may use other paid leave for:
 - A. Absence from work due to COVID-19 related symptoms and/or quarantine/self-quarantine and/or possible exposure.
 - B. In the event where a child's school or place of care has been closed due to COVID-19 and their presence is required to provide care for the child.
3. If an employee's paid leaves are exhausted, the employee may be paid for up to 80 hours of time off from work prorated based on the employee's normal work schedule for the following:
 - A. Absence from work due to COVID-19 related symptoms and/or quarantine/self-quarantine and/or possible exposure.
 - B. In the event where a child's school or place of care has been closed due to COVID-19 and their presence is required to provide care for the child.

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4. Any time off paid when paid leaves are exhausted will be deducted from all of the employee's future accruals of paid leave time until such time deducted equals the time off paid after paid leaves were exhausted. After all such time is deducted, the employee will be credited with their paid leave accruals.
5. Employees will be required to request to be paid for time off if the employee's paid leaves are exhausted in writing and such time must be approved by the Department Director and Human Resources.

Employees may additionally qualify for Emergency FMLA and Emergency Paid Sick Leave as provided in law and the notice distributed by [employer name].