



DEPARTMENT NOTICE

20-061
04/6/20

Updated Compensation Plan for COVID-19

During the COVID-19 public health emergency, the City is committed to maintaining City employee income security to the fullest extent possible, and to providing additional resources to employees who are providing front-line services during the emergency.

Accordingly, as authorized in Mayor Breed's Supplemental Proclamation dated March 31, 2020, the Human Resources Director is implementing the following emergency leave and benefit policy changes, effective April 1, 2020. These policies are subject to continuing review and updates for the duration of the public health emergency. Please refer to the attached **Compensation Plan for COVID-19** from the Department of Human Resources which explains the expanded benefits and leaves.

The following is a summary of some of the expanded emergency benefits for our Department members, **effective April 1, 2020**:

Sick Leave Benefits:

1. **Family First Coronavirus Response Act (FFCRA).** The City will implement the FFCRA Emergency Paid Sick Leave provisions for all employees. This federal program provides up to 80 hours of paid sick leave for specified COVID-19 related purposes. **These paid sick leave hours are subject to daily and aggregate caps set by the FFCRA, which may be supplemented with other paid leaves (AI, SP, etc.) to maintain full wage replacement.** Please refer to attached DHR "COVID-19 Related Paid Leaves" chart (updated 03/30/20).

Employees must give notice that they are seeking to use paid sick leave under the FFCRA and shall complete a DHR Sick Leave, Emergency FMLA or Vacation Request Form (COVID-19) through their chain of command to the Payroll Manager- **see attached COVID-19 Sick Leave, Emergency FMLA, or Vacation Procedures.** Part-time employees are eligible for a prorated number of hours.

2. **Additional City Paid Sick Leave Allocation.** The City shall provide all regularly scheduled employees an additional 80 hours of new paid sick leave that employees can use for any sick leave related purpose (not limited to COVID-19 related reasons) and for school closures. Part-time employees receive a prorated number of hours. This additional sick leave expires on December 31, 2020.

The "Pay Type" code COV for HRMS is currently functional. COV paid sick leave is a separate time bank from SP paid sick leave and **will not** effect the "Wellness Program" (SP Cash Out) as stipulated in the current MOU, Article III Section 9.

Paid Leave Caps:

For employees who are near the maximum accruals for vacation and floating holiday but who cannot take time off during the public health emergency, the City will waive vacation leave and floating holiday caps through the duration of the declared emergency.

1. Employees can accrue up to an additional 80 hours over the vacation maximum accrual limit over the duration of the emergency. When the emergency ends, employees would need to take vacation and reduce their balance below the maximum accrual by December 31, 2021
2. Employees can roll over up to an additional 80 hours of floating holidays above the normal roll over limit for FY20-21 and FY21-22
3. For MEA Miscellaneous and other employees who are not eligible to earn compensatory time, the City will allow those employees to earn up to 80 hours of compensatory time (AE in HRMS) on an hour for hour basis for work during this emergency. Compensatory time is not subject to cash out for salaried employees.
4. For "Z" Symbol (exempt from overtime) salaried employees the City will waive compensatory time caps so that those employees can earn up to an additional 80 hours above any compensatory caps for the extra work they perform during the public health emergency. Compensatory time is not subject to cash out for salaried employees.

Employees Working in the Workplace or Field:

1. **Paid Administrative Leave.** For employees performing essential services who must remain in the workplace (**not telecommuting**), the City will provide paid administrative leave (AI in HRMS) if those employees are diagnosed with COVID-19, have symptoms consistent with COVID-19 infection, or must isolate/quarantine pursuant to direction of a healthcare provider or order from a federal, state or local official. For purposes of eligibility for paid administrative leave only, the City will presume these employees became exposed or sick in the workplace.

Department members must use their FFCRA Emergency Paid Sick Leave first and can supplement with this paid administrative leave or other available benefits. Supervisors shall continue to use HRMS "Pay Type" code AI for members who qualify to be paid administrative leave and ensure the appropriate FFCRA forms are completed.


2. **Additional Floating Holidays.** For employees performing essential services who must remain in the workplace (**not telecommuting**), the City will provide 8 hours of floating holidays (FHP) for every 40 hours of regularly scheduled hours worked (REG in HRMS) in the workplace, up to a maximum of 80 hours of floating holiday over the duration of the emergency. The City will credit these floating holiday hours in the first full pay period after the end of the emergency. As with other floating holidays, these hours are not subject to cash out upon separation.

Supervisors shall enter each member under their command, who is telecommuting during regular work hours, in HRMS “Shift ID” code 5 and add the text, Telecommute, in the “Comment” field. Supervisors shall update each telecommuting member’s HRMS “Employee Scheduling” panel on a daily or weekly basis. All members who are working in the workplace or in the field shall remain in HRMS Shift ID codes 1, 2 and 3.

Members whose regular work hours are categorized HRMS “Shift ID” code 5 are not be eligible to accumulate the additional floating holidays. If there are any conflicts with incentive pay or pay differentials tied to any “Shift ID” codes please contact the Payroll Manager at Belinda.Chin@sfgov.org for clarification.

All San Francisco Police Department members, sworn and non-sworn, provide essential services through the department or as a Disaster Service Worker during the COVID-19 emergency declaration. Members are either working “REG” on-site, working “REG” telecommuting or carried paid administrative leave “AI” due to a workplace exposure during a suspected or confirmed COVID-19 incident. **Department members shall not be carried paid furlough.**

Any further questions should be directed to your assigned Payroll Clerk at (415) 837-7340.


WILLIAM SCOTT
Chief of Police

Per DB 19-156, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.



COVID-19 SICK LEAVE, EMERGENCY FMLA, or VACATION PROCEDURES

This Procedure covers entitlements under the following federal and City authorized emergency leave and benefit provisions:

- I. EMERGENCY PAID SICK LEAVE ACT
- II. EMERGENCY FAMILY MEDICAL LEAVE EXPANSION ACT
- III. EMERGENCY SICK LEAVE AND VACATION ADVANCES

I. EMERGENCY PAID SICK LEAVE ACT

- A. **Authority:** The federal Families First Coronavirus Response Act (the "FFCRA") effective April 1, 2020, and expiring on December 31, 2020.
- B. **Purpose:** To provide partial wage replacement for employees who are unable to work due to COVID-19 related impacts identified in Section D.1-6, below.
- C. **Eligible Employees:**
 - 1. All City and County of San Francisco employees.

D. Criteria for Federal Sick Leave Pay:

Emergency Sick Leave Pay (Pay Code ESP): Employees who are unable to work (or telecommute) due to:

- 1. a Federal, State or local quarantine or isolation order related to COVID-19
- 2. advice by a health care provider to self-quarantine due to concerns related to COVID-19
- 3. experiencing symptoms of COVID-19 and seeking a medical diagnosis
- 4. caring for an individual who is subject to a Federal, State or local quarantine or isolation order, or advised by a health care provider to self-quarantine due to concerns related to COVID-19

COVID-19 SICK LEAVE AND VACATION PROCEDURES

5. caring for a son or daughter if the school or place of care of the son or daughter has been closed due to COVID-19 precautions
6. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor

E. Paid Leave Requirement:

1. Up to 80 hours of paid sick leave for full-time employees
2. Prorated for part-time employees to an amount equal to the number of hours worked, on average, over a 2-week period
3. Employees may use this emergency paid sick leave before using other accrued leave.
4. Pay for reasons (1), (2), or (3) shall be at the employee's regular rate of pay, up to a maximum of \$511 per day or \$5,110 in the aggregate.
5. Pay for reasons (4), (5), or (6), shall be at 2/3 of the employee's regular rate of pay up to a maximum of \$200 per day or \$2,000 in the aggregate.

F. Procedure:

1. Employees must give notice that they are seeking to use paid sick leave under the FFCRA and should complete and return a SICK LEAVE, EMERGENCY FMLA, or VACATION REQUEST FORM (COVID-19). Departments may accept any equivalent request that includes the following:
 - a) Employee's name, DSW#, Contact Phone and Department
 - b) Reason for requesting leave, and absence dates requested
 - c) Accrued leave balances or federal pay entitlements to use during the leave
 - d) Whether the employee agrees to supplement partial pay under any federal pay entitlement with accrued leave balances
 - e) If requesting a sick leave or vacation advance, the request must include the Sick Leave and Vacation Advance Agreement language
 - f) Employee signature and date, or electronic equivalent

COVID-19 SICK LEAVE AND VACATION PROCEDURES

2. Employees must submit the completed form to their supervisor, manager, or the department's human resources representative.
3. The department human resources representative shall review each COVID-19 related leave request and confirm: (1) that the employee meets the criteria for receiving paid sick leave under the act, and (2) how much sick leave pay to approve.
4. Emergency Paid Sick Leave (ESP) under the Act shall be coded on employee timesheets as instructed by the Controller's Office Payroll and Personnel Services Division.
5. The City will supplement Emergency Paid Sick Leave with available accrued leave balances to provide employees with 100% wage replacement only if the employee agrees to supplement. Employees may elect not to supplement with available accrued leave balances by checking the appropriate box and signing the SICK LEAVE or VACATION REQUEST FORM (COVID-19) or submitting an equivalent letter or email.
6. Employees who do not elect to supplement Emergency Paid Sick Leave may only receive pay as required under the Act and as outlined in Section E above.
7. If all accrued leave is exhausted, employees may use any sick leave or vacation advanced to supplement emergency sick leave under this provision.
8. Employees may not cash-out this benefit and must forfeit any unused Emergency Paid Sick Leave remaining at the earlier of the date of separation or effective December 31, 2020.

II. EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT

A. Authority: The FFCRA, effective April 1, 2020, and expiring on December 31, 2020.

B. Purpose: To provide job protected leave and partial wage replacement benefits for employees who are unable to work due to COVID-19 related school or childcare provider closures.

C. Eligible Employees:

COVID-19 SICK LEAVE AND VACATION PROCEDURES

1. Employed at least 30 days before the leave start date. The 30 days need not be consecutive.
2. Must have a regular schedule.
3. Have not have already otherwise exhausted 12 weeks of leave in the last 12 months under the FMLA.

D. Criteria for Leave:

Emergency Family Care Leave (Pay Code ESF): Employees are eligible for this paid leave if they meet the following criteria:

1. **Qualifying Reason:** Employees who are unable to work due to the need to: (a) care for a son or daughter under 18 years of age if the son or daughter's school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19-related reasons, or (b) care for an adult son or daughter (i.e., one who is 18 years of age or older), who (i) has a mental or physical disability, and (ii) is incapable of self-care because of that disability, when the son or daughter's care provider is unavailable due to COVID-19 related reasons.
2. **Qualifying Condition:** Telecommuting is not available or possible (employees who cannot work a full shift while providing childcare may take this leave).
3. **Maximum Entitlement:** 12-workweeks and includes all leave taken for any FMLA qualifying reason within the prior rolling 12-month period.
4. May be taken continuously or intermittently; however, departments have discretion to deny intermittent leave taken for school or childcare provider closures, and may require that leave be taken in 2-week increments.

E. Paid Leave Requirement:

1. The first 10 days of leave are unpaid, except the employee may elect to use available accrued leave (i.e. sick leave, vacation, floating holidays, compensatory time) to receive pay during this time.
2. Employees may elect to use Emergency Paid Sick Leave for the first 10 days.
3. Employees may not be required to use accrued leave for the first 10 days.

COVID-19 SICK LEAVE AND VACATION PROCEDURES

4. After 10 days, the City must provide paid leave for up to 10 weeks at 2/3 of the employee's regular pay, up to a maximum of \$200 per day, or \$10,000 in aggregate.
5. Part-time employees with regular schedules receive an amount equal to 2/3 of the average weekly number of hours worked over a six-month period prior to the leave start date, including any paid leave hours

F. Procedure:

1. Employees must give notice of the need for leave and should complete and return a SICK LEAVE, EMERGENCY FMLA, or VACATION REQUEST FORM (COVID-19). Leave and pay under this provision is not retroactive, consequently any leave requested under this provision will begin on or after April 1, 2020. Departments may accept any equivalent request that includes the following:
 - a) Employee's name, DSW#, Contact Phone and Department
 - b) Reason for requesting leave, and absence dates requested
 - c) Accrued leave balances or federal pay entitlements to use during the leave
 - d) Whether the employee agrees to supplement partial pay under any federal pay entitlement with accrued leave balances
 - e) If requesting a sick leave or vacation advance, the request must include the Sick Leave and Vacation Advance Agreement language
 - f) Employee signature and date, or electronic equivalent
2. Employees must submit the completed form, or an equivalent request, to their supervisor, manager, or the department's human resources representative.
3. The department human resources representative shall review each COVID-19 related leave request and confirm: (1) that the employee meets the criteria for taking job-protected leave under the act, and (2) how much leave will be designated as FMLA protected.

G. Responding to Emergency FMLA Leave Requests

1. Within 5 business days of receipt of notice of the need for leave, the department human resources representative must do one of the following:

COVID-19 SICK LEAVE AND VACATION PROCEDURES

- a) If employee is not eligible due to not meeting the 30-day service requirement:
 - 1) Complete an FML-1 Notice of Eligibility, Rights and Responsibilities form and check the box for "COVID-19 School/Childcare Closure" in the center of the form
 - 2) Check the boxes for "You are not eligible for FMLA/CFRA protections for your leave, because," and "COVID-19 Not employed 30 days"
 - 3) Sign the completed FML1 form, give the employee a copy, and retain a copy for the employee's Personnel File.

- b) If employee is not eligible for expanded FMLA due to exhausting the 12-workweek entitlement for the applicable 12-month period:
 - 1) Complete an FML-1 Notice of Eligibility, Rights and Responsibilities form and check the box for "COVID-19 School/Childcare Closure" in the center of the form
 - 2) Check the box for "You are not eligible because you have exhausted your FMLA entitlement"
 - 3) Sign the completed FML1 form, give the employee a copy, and retain a copy for the employee's Personnel File.

- c) If employee is eligible and has not exhausted the 12-workweek entitlement for the applicable 12-month period:
 - 1) Complete an FML-1 Notice of Eligibility, Rights and Responsibilities form and check the box for "COVID-19 School/Childcare Closure" in the center of the form
 - 2) Check the box for "You are eligible for FMLA/CFRA protections for your leave."
 - 3) If requiring proof of school closure or childcare provider unavailability (not required during government imposed Shelter In Place Orders) check the box for "Other information needed . . ." and specifically request a letter or notice from the child's school or childcare provider regarding closure or unavailability for reasons related to the COVID-19 public health emergency.

- 4) Sign the completed FML1 form, give the employee a copy, and retain a copy for the employee's Personnel File

H. Designating Emergency FMLA Leave

1. Within 7 business days of receiving sufficient proof of a qualifying school closure or childcare provider unavailability to support a request for leave, or in conjunction with issuing the FML1, the department human resources representative shall issue a Notice of Determination (FML3) approving or denying the leave request.
2. If the leave is approved, the Notice of Determination must state the number of hours to be counted against the employee's FMLA entitlement.
3. The department human resources representative shall forward the signed and dated Notice of Determination to the employee and retain a copy in the employee's Personnel File.

I. Use of Accrued Leave and Required Pay

1. Employees may elect to use accrued leave to receive pay for the first 10 absence days, or employees may elect to receive Federal Emergency Sick Leave Pay for the first 10 absence days.
2. The City may not require employees to use accrued leave during an emergency FMLA leave for a qualifying school closure or childcare provider unavailability
3. The City will provide paid emergency FMLA leave beginning on the 11th absence day and continuing for up to 10 weeks. Employees will receive 2/3 of their regular pay, up to a cap of \$200 per day. The total amount paid to an employee may not exceed \$10,000 for the 10-week period unless the employee agrees to supplement with accrued leave balances.
4. The City will supplement emergency FMLA pay with available accrued leave balances to provide employees with 100% wage replacement only with an employee's agreement. Employees may elect not to supplement with accrued leave balances by checking the appropriate box and signing the SICK LEAVE or VACATION REQUEST FORM (COVID-19) or submitting a letter or email.

COVID-19 SICK LEAVE AND VACATION PROCEDURES

5. Employees who do not elect to supplement Emergency Paid Sick Leave will only receive pay during the leave as required under the Act and as set forth in item 3 above.

III. SICK LEAVE AND VACATION ADVANCES

- A. **Authority:** This procedure will remain in effect under the Mayor's February 26, 2020 Proclamation declaring a local emergency to exist in connection with the imminent spread within the City of COVID-19 (Proclamation), as supplemented by the Supplement to the Proclamation dated March 11, 2020. This procedure will cease to have effect by further Proclamations or acts by the Mayor declaring the end of the local emergency, or other action ending the local emergency.
- B. **Purpose:** Protect the health of the City workforce and mitigate the financial impacts to City employees from COVID-19 related absences from work by advancing sick leave with pay or vacation to eligible City employees who are unable or do not want to be in the workplace due to COVID-19 illness or impacts.
- C. **Eligible Employees:**
 1. Employees must have a regular work schedule.
- D. **Criteria for Leave Advancement:**

Sick Leave with Pay (pay code SLP): Employees are eligible for this leave advancement if they meet the following criteria:

1. Employees are unable to be in the workplace because of the COVID-19 public health emergency (e.g., employee or qualifying family member is diagnosed or has symptoms consistent with COVID-19, medical provider approved self-isolation to avoid exposure to COVID-19, or employee needs to provide childcare due to school closure from COVID-19); and
2. Telecommuting is not available (employees who are sick or caring for a sick qualifying family member are not expected to telecommute).
3. Employees have no remaining paid leave balances (including, but not limited to vacation, sick pay, compensatory time, floating holidays and in-lieu legal holidays)

COVID-19 SICK LEAVE AND VACATION PROCEDURES

E. **Vacation (pay code VAP):** Employees are eligible for this leave advancement if they meet the following criteria:

1. Employees *do not want* to be in the workplace because of the COVID-19 emergency (e.g., employee is concerned about exposure to COVID-19 at work or while commuting); *and*
2. Taking such time off is *operationally feasible* (i.e., must be approved by the department) and telecommuting is not available.
3. Employees have no remaining paid leave balances except for paid sick leave (including, but not limited to vacation, compensatory time, floating holidays and in-lieu legal holidays)

F. **Sick and Vacation Leave Advancement:** The City may advance up to 80 hours of paid sick leave or vacation to eligible employees, based on criteria set by Human Resources Director. If the City advances sick pay or vacation to an employee, the employee will not accrue additional sick pay or vacation until the City has recovered the hours advanced (e.g., if an employee is advanced 40 hours of sick leave with pay, the employee will forgo earning the 4 regular hours of sick leave with pay per pay period for the next 10 pay periods).

G. **Procedure:** Employees must apply by submitting the "SICK LEAVE or VACATION ADVANCE – Employee Request and Agreement" form.

1. The employee must designate the type of leave requested, either sick or vacation leave, and describe the circumstance requiring leave.
2. The employee must submit the completed form to their supervisor, manager, or the department's human resources representative.
3. The department human resources representative shall review each advance request and confirm that the employee meets the criteria for a leave advance for reasons related to COVID-19; has exhausted, or will exhaust, all accrued leave; and the employee lacks sufficient accrued paid leave to cover an absence related to COVID-19.
4. The department personnel representative shall forward the Employee Request and Agreement to the Appointing Officer, or designee, for approval.

COVID-19 SICK LEAVE AND VACATION PROCEDURES

5. Upon approval, the personnel representative shall notify the employee that the request has been approved and the type and amount of paid leave advance approved.
6. The total amount of sick leave or vacation leave advanced may not exceed eighty (80) hours for COVID-19 related illness or impacts and will be prorated for employees with less than a full time schedule (e.g., if an employee works a regular 20 hour a week schedule, they may receive up to 40 hours).

H. Reimbursement: The employee must acknowledge a responsibility and agree to repay sick leave and/or vacation leave advanced in the following order:

1. Upon return from leave the employee will not accrue additional sick or vacation leave, as applicable, until the City has recovered the hours advanced (e.g., if an employee is advanced 40 hours of SLP, the employee will forgo earning the 4 regular hours of SLP per pay period for the next 10 pay periods).
2. If an employee separates from City employment and does not have sufficient compensation to repay the balance, the employee will repay any remaining unpaid balance within 60 days.

City and County of San Francisco
 Micki Callahan
 Human Resources Director



Department of Human Resources
 Connecting People with Purpose
 www.sfdhr.org

SICK LEAVE, EMERGENCY FMLA, or VACATION REQUEST FORM (COVID-19)

Name: _____
 (Please print) (DSW ID Number) (Contact Phone)

Address: _____
 (Street) (City, State, ZIP)

Department: _____
 (Number) (Department Name)

REASON FOR LEAVE REQUEST & ABSENCE DATES

Federal, State or Local Quarantine or Isolation Order
 Health Care Provider Quarantine or Isolation Order
 COVID-19 Symptoms and Seeking Diagnosis – Employee
 Care for Individual Subject to Quarantine/Isolation Order
 Son/Daughter’s School/Childcare Closure/Unavailability
 Similar Condition Specified by Secretary of HHS
 Self-Isolation Due to Concern About Exposure
 Commute Disruption

Absence Dates: From: _____ To: _____ TOTAL HOURS: _____
 (Attach proposed schedule for intermittent leaves)

PAY REQUEST

Sick Leave
 Vacation
 Floating Holiday
 Compensatory Time
 Federal Emergency Paid Sick Leave (Up to 80 Hrs, subject to pay caps)*
 Emergency FMLA (Up to 10 Wks @ 2/3 pay w/ cap)*

LEAVE ADVANCE
 Due to the coronavirus I request a Sick Leave Advance Vacation Advance of _____ Hours (Up to 80 hours) to cover my leave. (The Department has discretion to determine the appropriate leave type and whether to advance hours.)
 *Paid Federal Emergency Paid Sick Leave and FMLA are subject to pay caps under the FFCRA. Employees may use available accrued leave to supplement this benefit and receive up to 100% of regular wage. If you would prefer not to supplement your Federal Emergency Paid Sick Leave or FMLA leave, you may choose to check the box below.
 I ELECT NOT TO SUPPLEMENT FEDERAL EMERGENCY SICK PAY/FMLA TO RECEIVE 100% PAY

SICK LEAVE AND VACATION ADVANCE AGREEMENT

I have read and understand the SICK LEAVE AND VACATION ADVANCE PROCEDURE. I understand that any sick leave or vacation advanced is a loan of time not yet earned that I am required to repay by forgoing accruing sick leave or vacation as it is earned, until such time as I have repaid the entire amount advanced. I further understand that as a condition of receiving a leave advance, I will repay the remaining unpaid balance, if any, at the time of separation. I agree to repay the full remaining amount directly within 60 days of receipt of a demand for repayment. Should I fail to repay any sick leave or vacation advanced to me when due, I understand and agree that the City will take appropriate action to collect on the unpaid balance, which may subject me to additional costs and interest as allowed by law.

Signature: _____ Date: _____

| | | | |
|--------------------|--|---------|------|
| Personnel Officer | | Approve | Deny |
| Appointing Officer | | | |

cc: Official Employee Personnel Folder

One South Van Ness Avenue, 4th Floor • San Francisco, CA 94103-5413 • (415) 557-4800

Compensation Plan for COVID-19

Last Updated on 3/31/20; 1:00 pm

During the COVID-19 public health emergency, the City is committed to maintaining City employee income security to the fullest extent possible, and to providing additional resources to employees who are providing front-line services during the emergency.

Accordingly, as authorized in Mayor Breed's Supplemental Proclamation dated March 31, 2020, the Human Resources Director and the Director of Transportation for SFMTA service critical employees are implementing the following emergency leave and benefit policy changes, effective April 1, 2020. These policies are subject to continuing review and updates for the duration of the public health emergency. The following are summary provisions; DHR will issue updated guidance to City departments soon.

1. **Federal Emergency Paid Sick Leave.** The City will implement the Emergency Paid Sick Leave provisions under the federal Families First Coronavirus Response Act (FFCRA) for all employees. Full-time employees are eligible for up to 80 hours of paid sick leave for specified COVID-19 related purposes, including school closures; the City will use a specific pay code for this federal sick leave (e.g., pay code "ESP"). Part-time employees are eligible for a prorated number of hours. These paid sick leave hours are subject to the daily and aggregate caps set in the FFCRA. Under the FFCRA, eligible employees may also request Family and Medical Leave Act (FMLA) leave for COVID-19 related school closures.
2. **Integration.** Employees eligible for compensation through workers compensation/4850 pay and other third-party benefits like SDI and unemployment insurance must use those benefits and integrate them into the City-provided compensation. Employees using paid compensation under the FFCRA may affirmatively opt out of integration with other benefits.
3. **Additional City Paid Sick Leave Allocation.** The City shall provide all regularly scheduled employees an additional 80 hours of new paid sick leave that employees can use for any sick leave related purpose (i.e., not limited to COVID19 related reasons) and for school closures. Part-time employees receive a prorated number of hours. The City will use a specific pay code for this additional sick leave (e.g., pay code 'COV'). This additional sick leave expires on December 31, 2020.
4. **City Leave Advancement.** If employees exhaust their FFCRA Emergency Paid Sick Leave, the additional 80 hours of sick leave from the City, and their own leave balances, then employees may still request to advance up to an additional 80 hours of sick or vacation leave under the City's current leave advance program. The City will credit the additional sick leave under (3) above toward any already advanced sick pay.
5. **Paid Leave Caps.** For employees who are near the maximum accruals for vacation and floating holiday but who cannot take time off during the public health emergency, the City will waive vacation leave and floating holiday caps through the duration of the declared emergency. Employees can accrue up to an additional 80 hours over the vacation maximum accrual limit over the duration of the emergency. When the emergency ends, employees would need to take vacation and reduce their balance below the maximum accrual by December 31, 2021. Employees can roll over an additional 80 hours of floating holidays above the normal roll over limit for FY20-21 and FY21-22.

6. Compensatory Time for Salaried ("Z" Symbol) Employees.

- a. **Employees Eligible for Compensatory Time.** The City will waive compensatory time caps for salaried employees so that those employees can earn up to an additional 80 hours above any compensatory caps for the extra work they perform during the public health emergency. Compensatory time is not subject to cash out for salaried employees.
- b. **Employees Not Eligible for Compensatory Time.** For MEA Miscellaneous and other employees who are not eligible to earn compensatory time, the City will allow those employees to earn up to 80 hours of compensatory time on an hour for hour basis for work during this emergency. Compensatory time is not subject to cash out for salaried employees.

7. Employees Working in the Workplace or Field.

- a. **Paid Administrative Leave.** For employees performing essential services who must remain in the workplace, the City will provide paid administrative leave if those employees are diagnosed with COVID-19, have symptoms consistent with COVID-19 infection, or must isolate/quarantine pursuant to direction of a healthcare provider or order from a federal, state or local official. For purposes of eligibility for paid administrative leave only, the City will presume these employees became exposed or sick in the workplace. Employees must use their FFCRA Emergency Paid Sick Leave first and can supplement with this paid administrative leave or other available benefits (see (2) above).
- b. **Additional Floating Holidays.** For employees performing essential services who must remain in the workplace, the City will provide 8 hours of floating holidays (FHP) for every 40 hours of regularly scheduled hours worked (WKP) in the workplace, up to a maximum of 80 hours of floating holiday over the duration of the emergency. The City will credit these floating holiday hours in the first full pay period after the end of the emergency. As with other floating holidays, these hours are not subject to cash out upon separation.

8. **Employees Furloughed for Worksite Closures.** The City will continue to provide paid furlough for employees who are available to work but who are not required to work in the workplace providing essential services and who cannot perform their work remotely. This benefit will remain in effect through May 1, 2020.

COVID-19 Related Paid Leaves

Last Updated on 3/31/20: 1:00 pm

| Reason for Leave | Days 1 – 10 | Days 11 – 60 | Days 61+ |
|--|---|--|---|
| 1) Workplace COVID-19 Exposure | Up to 80 hours of Emergency Sick Leave capped at \$511/day (\$5,110 total) that <i>shall</i> be supplemented with Paid Admin. Leave ¹ | Paid Admin. Leave ¹ | |
| 2) Fed., State or Local Required Quarantine / Isolation (e.g., diagnosed with COVID-19) | Up to 80 hours of Emergency Sick Leave capped at \$511/day (\$5,110 total) that <i>may</i> be supplemented with employee paid leave balances ⁴ (<i>shall</i> be supplemented with Paid Admin. Leave ¹ for those working at work) | Employee paid leave balances ⁴ (Paid Admin. Leave ¹ for those working at work) | |
| 3) Healthcare Provider Approved Isolation | | | |
| 4) COVID-19 Symptoms | | | |
| 5) Child Care or School Closure | Up to 80 hours of Emergency Sick Leave (2/3rds) capped at \$200/day (\$2,000 total) that <i>may</i> be supplemented with employee paid leave balances ⁴ | Up to 400 hours (no more than 10 weeks) of Emergency FMLA Leave (2/3rds) capped at \$200/day (up to \$10,000 total) that <i>may</i> be supplemented with employee paid leave balances ⁴ | Employee paid leave balances ⁴ |
| 6) Care for Qualifying Individuals | Up to 80 hours of Emergency Sick Leave capped at \$200/day (\$2,000 total) that <i>may</i> be supplemented with employee paid leave balances ⁴ | Employee paid leave balances ⁴ | |
| 7) Substantially Similar HHS | | | |
| 8) Employee Requested Isolation³ | Employee paid leave balances (except sick pay) if operationally feasible | | |
| 9) Commute Disruption | | | |
| 10) Workplace Closure | Paid Furlough Leave ² | | |

¹ For 30 days, with up to 60 days maximum for those who cannot telecommute

² Through at least May 1, 2020 for those who cannot telecommute

³ Instances in which the employee is not diagnosed or exhibiting symptoms consistent with COVID-19 and do not otherwise qualify for use of paid sick leave

⁴ Integration subject to employee agreement and includes newly proposed additional allocation of 80 hours of City sick pay

Paid Admin. Leave

- Contingent upon signing up for third party paid leave benefits (e.g., SDI) the same as is required for access Catastrophic Illness Leave
- Only applicable until an employee is cleared to return to work, childcare responsibilities end, etc.

Employment Types:

- A. Essential Employees Working at Work: Paid as regular hours worked (WKP)
 - If 2, 3 or 4 → paid admin. leave
- B. Essential / Non-Essential Employees Working at Home (Telecommute): Paid as regular hours worked (WKP)
 - If 2 or 3 → continue working, unless get symptoms and then paid leave balances
 - If 4 → paid leave balances
- C. Non-Essential *not* Working at Home (Furloughed): Paid as paid administrative leave (AIP)
 - If 2, 3 or 4 → paid leave balances