

# **AMENDED**

## **Temporary Green County Order Regarding Employees During the COVID-19 Public Health Emergency**

Our top priority is to protect your health, your family's health, and the health of Green County residents. We are taking every effort to contain the spread of COVID-19.

**Stay home if you are sick**, especially if you have a fever, are coughing, sneezing or are experiencing shortness of breath.

**The following Order of the Personnel and Labor Relations Committee will be implemented, effective March 23, 2020, to make it easier for you to prioritize your health and wellness, as well as the safety and security of the people we serve.**

### **Supplemental Paid Leave and Modified Sick Time Order**

The Supplemental Paid Leave (SPL) and Modified Sick Time Order grants employees a bank of additional days of paid leave to be used if impacted by COVID-19 under certain circumstances.

- Full-time equivalent employees will have SPL of 10 days.
- Part-time equivalent employees will be granted the equivalent number of hours that match their regular work schedule in SPL.
- Certain Part-Time employees (i.e., those who work more than 500 hours in the prior calendar year) will be granted up to 5 days of SPL.

Employees follow the same procedures when using this SPL bank as they would for requesting other paid time off. Reasons for using this paid leave time include:

- If you, a member of your household, or a dependent has acute respiratory illness symptoms;
- If you, a member of your household, or a dependent has been advised by a government official (this includes Green County Department Heads and Supervisors) to stay at home and cannot telecommute;
- If you, a member of your household, or a dependent is at risk and has been advised by a health care professional to self-quarantine;

While we understand that many employees are effected by the closure of schools and daycare, employees are not eligible for SPL for daycare purposes only. If the school or care center that your child or a dependent in need of direct care relies on closes, you are able to use any form of your paid time off (sick time, vacation, personal days).

If you have exhausted all your paid time off, you will be able to have a negative sick time bank of up to 10 days. If your sick time bank goes negative, future accruals will be applied to bring the bank out of negative.

This policy is in place to provide a financial safety net for our employees during the COVID-19 public health emergency and will be eliminated when it is safe to do so. **Please use this time responsibly.**

Employees who terminate their employment within 90 days after the designated end of the COVID-19 public health emergency and who have used time from SPL, will be subject to a one-to-one day reduction in any accrued time that would normally be paid out at the separation.

This is subject to change at any time, with or without notice, at Green County's sole discretion.