



May 1, 2020

## EMPLOYEE LEAVE UPDATE MAY 4<sup>th</sup> THROUGH MAY 31<sup>st</sup>

The following information is provided to employees as a **reminder of resources** that may be available to them during the COVID crisis.

- All existing and new employees will receive up to 80 hours of Emergency Paid Sick Leave pro-rated to their position hours in a new Emergency Paid Sick Leave bank. If not used, the hours will expire on 12/31/2020. This leave can be used for any reason (sick, caring for child, unable to work, etc.). Because we are tracking the costs of COVID-19, please use one of these seven codes on your timecard:
  - 1) quarantine or isolation order (PAN-S01);
  - 2) advised by health care provider to self-quarantine due to COVID-19 (PAN-S02);
  - 3) experiencing symptoms of COVID-19 (PAN-S03);
  - 4) caring for an individual who is subject to #1 or #2 (PAN-S04);
  - 5) caring for a child due to school closure or childcare provider closure (PAN-S05);
  - 6) experiencing any other substantially similar condition to COVID-19 (PAN-S06);
  - 7) other (PAN-S07)
- All existing and new employees may have access to the two-thirds paid leave available through the Family Medical Leave Act (FMLA) provided by the Families First Coronavirus Response Act. The FMLA+ revision adds caring for a child under age 18 as a new basis for qualifying leave. This 12 WEEK leave is available to employees employed with the County for at least 30 days. FMLA+ will allow eligible employees to access 10 WEEKS of paid FMLA+ leave at the rate of two-thirds pay after a two-week unpaid waiting period during which accruals may be used. The County will allow integration with leave accruals up to full-pay. If not used, the paid FMLA+ provided by the Families First Act expires on **12/31/2020**. Please note that this leave is not in addition to existing FMLA leave. If you have used your entitlement to FMLA leave in the past 12 months (rolling calendar year), you are not eligible for this leave until the other FMLA leave time has rolled off. The request for leave form can be found at the web-site at the bottom of this page.
- Employees hired before April 8, 2020 will receive up to 64 hours of sick leave pro-rated to their position hours in their existing sick leave bank, and it may be used for any reason. If not used, the hours **do not expire** and will remain in your sick leave bank. After 12/31/2020, the County's regular sick leave policies governing use of sick leave will apply. Employees on a LOA, AWOP, or AWOL will not receive the 64 hours of County Sick Leave.
- After May 3<sup>rd</sup> and through May 31<sup>st</sup>, the County will provide **half of base-pay** for employees who **completely exhaust their leave accruals** prior to June 1<sup>st</sup>. The department will report half of your non-worked time as AWOP.
- Spaces are still available for children of Contra Costa County essential workers, who are on the frontlines of responding to the COVID-19 health crisis. You may be eligible for **free or low-cost childcare** through the County's Emergency Child Care Program. To access – go to [CocoKids.org](http://CocoKids.org) and click on the Emergency Child Care for Essential Workers banner to complete a request or learn more about private providers that are open for childcare.
- 10,000 of the 20,000 cloth masks ordered for our employees were distributed to departments April 30 and today. Additional supplies are expected to arrive next week, and we will distribute those immediately upon receipt. Each employee will be provided with two masks.
- The County has established a **new intranet page** with COVID leave information provided to keep our employees up-to-date on resources that may be available to them.

<http://insidecontracosta.org/663/COVID-Employee-Leave>