

**CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:</b>  TEMPORARY HEALTH EMERGENCY RESPONSE LEAVE	<b>DATE APPROVED:</b>  5/26/2020	<b>EFFECTIVE:</b> Immediately	<b>POLICY NO.</b> n/a
	<b>REPLACES:</b> 3/20/2020 Version		

- I. PURPOSE:** Calhoun County’s commitment to responsive leadership includes providing a safe, healthy, and productive work environment for employees, as well as protecting the public being served, during public health emergencies. This policy allows for the Administrator/Controller to implement measures to safeguard the welfare of its employees and the public, while maintaining County government and Court operations in the most effective and efficient manner, and to comply with the Families First Coronavirus Response Act (FFCRA).
- II. RESPONSIBILITY:** The County Administrator/Controller is responsible for the administration of this policy.
- III. POLICY:** The County Administrator/Controller shall consult with the Health Officer and other applicable personnel as needed to determine when to activate the terms and duration of this policy in accordance with law and the following provisions shall apply:
1. **Health Emergency Response Leave:** All full-time and part-time employees unable to work due to one of the following reasons shall be eligible for up to eighty (80) hours of paid sick leave:
    - a. The employee has been taken off work after qualifying as a suspected or confirmed case of COVID-19 pursuant to the Temporary Protective Safety Measures Policy.
    - b. The employee is caring for an individual who has been quarantined due to COVID-19 or has been advised by the public health department or health care provider to self-quarantine.
- The following provisions also apply for the Health Emergency Response Leave:
- a. This leave is to be used solely for the purposes of the COVID-19 communicable disease and the public health emergency at hand. It may not be utilized for previously scheduled and/or unrelated medical issues, appointments, or procedures.
  - b. Part-time employees are eligible for the number of hours the employee works on average over a two-week period.

- c. For purposes of this leave, the definition of family member shall follow the provisions of the FFCRA and human resources can assist with any questions.
- d. Any paid time already received under a prior version of this policy shall apply to the maximum allowance provided. Any exceptions must be approved by the County Administrator/Controller.
- e. The return to work procedures outlined in the Temporary Protective Safety Measures Policy shall apply for those employees that are a suspected or confirmed case of COVID-19.
- f. Falsifying or misrepresenting the need for leave may result in the leave being denied or revoked and/or the employee may be subject to disciplinary action up to and including termination of employment.

2. **Expanded Family Medical Leave Act:** All full-time and part-time employees are eligible for up to twelve (12) weeks of paid expanded family and medical leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19. The following provisions apply to the Expanded Family Medical Leave:

- a. The first eighty (80) hours shall be paid leave at the employee's regular rate of pay. The remaining ten (10) weeks shall be 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a twelve (12) week period – two (2) weeks paid leave followed by up to ten (10) weeks of paid expanded family medical leave).
- b. Any paid time already provided by the County (such as paid leave during building closure) shall apply towards the maximum allowance provided.
- c. Part-time employees are eligible for the number of hours the employee works on average over a two-week period.
- d. For purposes of this leave, the definition of family member shall follow the provisions of the FFCRA and human resources can assist with any questions.
- e. Falsifying or misrepresenting the need for leave may result in the leave being denied or revoked and/or the employee may be subject to disciplinary action up to and including termination of employment.
- f. Employees classified as "healthcare providers" or "emergency responders" under the FFCRA and Department of Labor (DOL) guidelines are exempted from this expanded Family Medical Leave provision.
- g. The existing County FMLA Policy #371 still applies to all other reasons for family medical leave outside of this policy.
- h. This provision will be in effect from April 1, 2020, until December 31, 2020 and will be removed from policy on or after January 1, 2021.

3. **Non-Discrimination:** The County will not discharge, discipline, or otherwise discriminate against any employee who takes paid sick leave or expanded family medical leave provided for in this policy.

IV. **SUMMARY:** Calhoun County is committed to providing for the health, safety, and wellbeing of its employees, as well as the public visiting Calhoun County facilities, during public health emergencies.