COVID-19 Emergency Leave Policy
Tutorial Examples

Example #1

My child is home and without day care because School has been closed and our child care provider has had to turn away children due to their own health related issues. How does this Policy help me?

Answer
First recall there are two parts to this Emergency Leave Policy (*Effective from April 1 to December 31, 2020*).

a) Paid Sick Leave for COVID-19 Issues
b) "School Closure Leave" – Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) Policy for School Closures

Example #1, as shared, <u>would allow this employee to qualify</u> under both parts of the Emergency Leave Policy.

How?

1) The employee meets Qualifying Reason #5 (page 2 of the policy)
    a. *Child Care – to care for an employee's son or daughter if the son or daughter's school or child care provider has been closed or is unavailable due to COVID-19 related issues.*

    b. The Employee will need to provide a brief written note from the Child Care Provider indicating their unavailability due to their own health related issues and COVID-19
        (5) *Child Care – No verification required for school closures due to COVID-19 issues if evidence of closure is publically available.* <u>*Written verification from the child care provider about their unavailability to provide child care due to COVID-19 related issues.*</u> (page 3 of the policy)

2) The employee meets FMLA Eligibility requirements – they have worked for Hood River County for 30 calendar days immediately prior to starting leave. (page 4 of the policy)
    a. FMLA Leave qualifies the employee for up to 12 weeks of leave for time taken between April 1 and December 31, 2020. (page 4 of the policy)

    b. The first 10 days of FMLA leave are unpaid - employee may use COVID-19 Paid Sick Leave or any other accrued leave during the initial 10-day period. (page 4 of the policy)

How much money do I get paid while I am on qualified COVID-19 Paid Sick Leave and qualified FMLA Leave?

a) COVID-19 Paid Sick Leave
    a. For leave due to reason (5), an employee will earn 2/3 of the employee's regular rate of pay, capped at $200 per day, for a maximum of $2,000. (page 3 of the policy)
    b. Employees who receive COVID-19 Paid Sick Leave may supplement their pay with leave from their own sick leave bank.

b) School Closure Leave (FMLA)
    a. Beginning day 11 (after first 2 weeks) and each day thereafter, paid leave is provided at 2/3 of an employee's regular rate of pay for the number of hours the employee would have normally been scheduled to work. (page 5 of the policy)
    b. Employees who receive School Closure Leave may supplement their pay with accrued COVID-19 Paid Sick Leave or their own accrued sick leave or vacation time to meet their full salary. Employees will not be paid from School Closure Leave and COVID-19 Paid Sick Leave for the same hours (i.e. you won't be paid double for one hour of time) (page 5 of the policy)

So how do I fill out my time sheet?

Making an assumption that your leave started on April 1, 2020, that your leave is intermittent and only showing the first 3 days…..

HOOD RIVER COUNTY PAYROLL TIMESHEET

EMERGENCY LEAVE REPORT RELATED TO COVID-19

PAY PERIOD	NAME	DEPARTMENT
	SIGNATURE	DEPT HEAD APPROVAL

This is a true and accurate statement of my time performed in job related duties on behalf of Hood River County

		COVID-19 PAID SICK LEAVE USED Refer to Emergency Leave Policy. Enter hours per day below.						SCHOOL CLOSURE LEAVE USED	OTHER LEAVE USED Enter hours per day below.					
		Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Total	Vac	Sick	Comp Time	Pers Hol	Admin Card	LWOP
1	16					8.00				xx				
2	17					8.00			xx					
3	18													
4	19													
5	20													
6	21													

HOOD RIVER COUNTY PAYROLL TIME / WORKSHEET

PAY PERIOD	NAME
	SIGNATURE

This is a true and accurate statement of my time performed in job related duties on behalf of Hood River County

		Morning / Afternoon / Comp / OT as needed						Earned	E A R N E D					
		IN	OUT	IN	OUT	IN	OUT	Reg	CTE @ 1.5	CTE @ 1.0	OT @1.5	OT @ 1.0	Comp Hol	Va
1	16													
2	17													
3	18	8:00	12:00	1:00	5:00									
4	19													
5	20													

The above time sheet representation is for the first three days of April, 2020. This time sheet supposes (as was presented in the example):

1) The employee took qualifying time on April 1 and April 2 from the COVID-19 Sick Leave under qualifying reason #5.
2) The employee was able to work on April 3, 2020, so they recorded their time on their regular time sheet.
3) Additionally, you will see that this person desired to supplement the 2/3 COVID-19 Sick Leave pay from their own sick leave bank on April 1, 2020.
4) Additionally, you will see that this person desired to supplement the 2/3 COVID-19 Sick Leave pay from their own vacation leave bank on April 2, 2020.

Summary:

This is one example of how this Emergency COVID-19 Leave Policy can be applied. Please don't hesitate to contact Human Resources if you need further discussion or clarification.

Cheryl Berger
Human Resources Director
Hood River County
Phone: 541.387.6829
Email: cheryl.berger@co.hood-river.or.us