

COVID-19 Sick Leave and Emergency Pay Policy

PURPOSE

The purpose of the COVID-19 Sick Leave and Emergency Pay Policy (“policy”) is to reduce the financial hardship of Authority employees who are unable to work due to the COVID-19 public health emergency.

APPLICATION

This policy applies to all employees of the Authority, regardless of full- or part-time status.

POLICY

The policy provides two types of paid time to Authority staff affected by COVID-19: COVID-19 Sick Leave and COVID-19 Emergency Pay. These benefits are separate from and in addition to benefits that would be provided through the federal Families First Coronavirus Response Act for which an employee may be eligible. Employees are not required to use or exhaust their current accrued leave before availing themselves of either COVID-19 Sick Leave or COVID-19 Emergency Pay. This policy is being approved on an emergency basis and will expire on December 31, 2020 unless otherwise extended by the Board of Directors.

COVID-19 SICK LEAVE

The policy provides up to ten (10) days of paid leave at an employee’s regular rate of pay if an employee is unable to work for the following COVID-19 related reasons as set forth below. Use of this leave shall not exceed an employee’s earnings for their regularly scheduled hours.

- An employee is awaiting test results or has a confirmed diagnosis of COVID-19 or is quarantined due to concerns related to COVID-19.
- An employee is caring for a housemate or family member who is awaiting test results or who has a confirmed diagnosis of COVID-19.

COVID-19 EMERGENCY PAY

The policy provides COVID-19 Emergency Pay to employees who are unable to work due to the following reasons pertaining to COVID-19 as set forth below. COVID-19 Emergency Pay would be provided at an employee’s regular rate of pay for their regular hours. Use of this pay shall not exceed an employee’s

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earnings for their regularly scheduled hours. The General Manager or her/his designee would approve the use of this pay as needed while this policy is in effect. Situations in which COVID-19 Emergency Pay would apply include:

- An employee is unable to work because the employee is caring for a son or daughter of the employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. In this case the pay can be integrated with wages for hours that the employee can work.
- An employee's weekly hours have decreased due to limited work available from the Authority because of COVID-19 based operational changes. In this case the pay can be integrated with wages for hours that work is available.
- There is no appropriate work for the employee to complete because of COVID-19 based operational changes.

PROCEDURES

An employee who is in need of COVID-19 Sick Leave or COVID-19 Emergency Pay must notify Human Resources via email. Requests will be reviewed and if approved the employee will complete their timecard with the appropriate pay type to collect the benefit.