

COVID-19 Paid Leave Policy Guide

Reason for Circumstance	Police/Fire/DPW/Water	Non-Public Safety/Public Works
1.) Are following a federal, state or local quarantine order <u>not</u> related to travel issued by a government entity	<p>Essential employees who are free of symptoms and have tested negative will be required to return to work or if able, work remotely.</p> <p>Symptomatic employees will receive administrative leave for the period mandated on the order. Additional time will be charged to sick time or another paid time off accrual.</p>	<p>If unable to work remotely or symptomatic, up to two weeks administrative leave can be used. Additional time will be charged to sick time or another paid time off accrual after 2 weeks.</p>
2.) Test positive for COVID-19 and are subject to a government-issued isolation order.	<p>Administrative leave for the period mandated on the order, not to exceed two weeks can be used. Additional time will be charged to sick time or another paid time off accrual.</p> <p>* It is required of employee to submit official medical documentation clearing return to work.</p>	<p>Administrative leave for the period mandated on the order, not to exceed two weeks, can be used. Additional time will be charged to sick time or another paid time off accrual.</p> <p>*It is required of employee to submit official medical documentation clearing return to work.</p> <p>*Asymptomatic employees can work remotely.</p>
3.) Quarantine instructions from a healthcare provider (e.g. Doctor, Nurse Practitioner, Physician's Assistant) & employees seeking COVID-19 diagnosis.	<p>Absence will be charged to sick time or another paid time off accrual unless the employee tests positive; in this case, administrative leave of up to two weeks can be used.</p>	<p>If unable to work remotely due to the functions of job or symptoms, up to two weeks of administrative leave can be used annually. Additional time will be charged to sick time or another paid time off accrual.</p> <p>If able to work remotely, employees are ineligible for Administrative leave. We have to accept medical documentation quarantine.</p>
4.) Quarantine or isolation required as a result of voluntary travel outside of New York State	<p>Absence will be charged to sick time or another paid time off accrual.</p> <p>Essential employees who are free of symptoms and have tested negative will be required to return to work.</p>	<p>Absence will be charged to sick time or another paid time off accrual.</p>
5.) A bona fide need to care for an individual subject to a quarantine, or care for a child (under 18) whose school or child care provider is closed or unavailable for reasons related to COVID-19.	<p>Any absence will be charged to sick time or another paid time off accrual.</p>	<p>If unable to work remotely, two weeks of leave at 2/3 pay, plus an additional 10 weeks of leave at 2/3 pay subject to EFML eligibility can be used (max of \$200/day).</p> <p>If able to work remotely, employees are ineligible for leave.</p>