



March 18, 2020

ORDER
COVID-19 Related Leave for Full-time and Part-time Employees

In order to protect the health and safety of employees and the public, and notwithstanding the provisions regarding leave in Chapter 161 of the City's Codified Ordinances, the City Manager authorizes these temporary emergency policy and procedures due to the current public health emergency related to COVID-19. These temporary procedures are in effect as of March 19, 2020 and will be subject to change as necessary.

The City of Hilliard will monitor recommendations from the Centers for Disease Control and Franklin County Public Health and reserves the right to revise this policy at any time.

Use of Leave for COVID-19 Related Purposes

The City will provide all full-time employees up to 80 hours of paid sick leave to be used only for COVID-19 related purposes (COVID-19 leave). Use of the COVID-19 leave must be verified by submitting certification from a public health official or doctor, verifying the need for leave. The COVID-19 leave will not be eligible for lump sum payouts or sick leave conversion.

Work in Person

If you become ill with COVID-19 or are required by a public health official/doctor to be quarantined due to COVID-19, your use of leave will be considered paid sick leave for COVID-19 purposes. If you are unable to report to work for other reasons (non-COVID-19 illness or injury) then normal leave policies would be applicable, such as sick leave.

Work from Home

If you are unable to fulfill your work duties from home because you are ill with COVID-19 or are required by a public health official/doctor to be quarantined due to COVID-19, your use of leave will be considered paid sick leave for COVID-19 purposes. If you are unable to fulfill your work duties from home due to other reasons (non-COVID-19 illness or injury) then normal leave policies would be applicable, such as sick leave.

Additional Leave Options for COVID-19

Employees that deplete their COVID-19 leave but have a need for additional leave for COVID-19 illness or quarantine, may use their accumulated sick leave balance, other paid leave, request leave without pay status, or request that their sick leave bank go into a negative balance, until future accumulated leave can restore the balance.

Return to Work following COVID-19

Any employee diagnosed with COVID-19 and/or placed in quarantine by a medical doctor or public health official will be required to submit a medical certification indicating their fitness to return to work. Employees who have been off work due to illness/injury unrelated to COVID-19 should follow normal return to work procedures, unless waived on a case by case basis by the Human Resources Director or City Manager.



Procedures for Employees with COVID-19 Symptoms

Employees who are sick, including those who exhibit COVID-19 symptoms as identified by the Centers for Disease Control (CDC), should stay at home. Call your health care provider and follow their advice on the proper course of treatment. Employees should stay at home 24 hours after a fever is gone. Employees that report to work and have a fever or are observed by a supervisor to be experiencing COVID-19 symptoms will be sent home immediately by their supervisor, director, or designee.

Pay for Part-time Employees

Employees in part time positions that are mandated to not report to work will be provided with pay for up to 4 weeks. Calculation of pay will be based on the average of the employee's salary for the last two pays.

Employee Leave Due to Child Care

Employees who are not directly affected by the virus but are required to remain at home because of the loss of childcare due to the COVID-19 virus will be advanced up to 80 hours of paid leave once their leave balances are exhausted. Advanced paid leave would then be reimbursed to the City when the affected employee is able to return to work.

Michelle L. Crandall
City Manager, City of Hilliard, Ohio

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Clerk of Council