

TEMPORARY POLICY ON EMERGENCY PAID LEAVE FOR SWORN PERSONNEL

The City of Colorado Springs is implementing a temporary policy for Emergency Paid Sick Leave for all Sworn Personnel beginning April 1, 2020 and ending on December 31, 2020, unless repealed or extended by the City.

The Families First Coronavirus Response Act (“FFCRA” or “Act”) went into effect on April 1, 2020, and includes the Emergency Paid Sick Leave Act (“Emergency Paid Sick Leave”) and the Emergency Family and Medical Leave Expansion Act (“Emergency Paid Family Leave”). The FFCRA allows for the exclusion of Emergency Responders and Health Care Providers as defined under the Act. Recognizing that the continuation of essential City services is necessary at this time, the City has elected to exclude all Sworn Personnel from Emergency Paid Sick Leave and Emergency Paid Family Leave provisions under the Act; however, the City will provide Sworn Emergency Paid Sick Leave as described below.

Emergency Paid Sick Leave

Excluded employees may be entitled to Sworn Emergency Paid Sick Leave if they are unable to work or telework because:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to an order as described in paragraph (1) above or has been advised as described in paragraph (2) above.
- (5) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Full-time employees are entitled to a total of 2 weeks (80 hours) of paid time off under the categories listed above.

Employees will have 80 hours of Sworn Emergency Paid Sick Leave deposited into a leave bank set up specifically for this purpose. Employees must complete a leave request form (if applicable) and report their intent to use Sworn Emergency Paid Sick Leave to their immediate supervisor prior to the start of each scheduled workday. If the employee is unable to contact their supervisor prior to the start of the workday, every effort should be made to have another party contact the supervisor. Upon request, employees will be required to provide appropriate documentation substantiating their eligibility for Emergency Paid Sick Leave.

Accruals in the COVID-19 bank will be available through December 31, 2020, unless repealed or extended by the City.