TO: Allegan County Employees

FROM: Human Resources

DATE: March 31, 2020

RE: Guidance on Leave Related to COVID-19

The purpose of this memorandum is to provide guidance to employees of Allegan County on the availability of leave benefits that have been newly created by the Families First Coronavirus Response Act, a federal law that will become effective on April 1, 2020.

Under the law, employees may be eligible for paid leave for absences that meet certain criteria related to the COVID-19 pandemic, and the County will provide leave consistent with the federal law. Details are discussed below.

Please contact Human Resources at 269-673-0205 ext. 2649 or HR@allegancounty.org for questions or assistance, as needed.

**Emergency Paid Sick Leave**

Effective April 1, 2020, all regular full-time and part-time employees who are unable to work (or telework) due to one or more of the following reasons related to the outbreak of COVID-19 will be eligible to receive up to 80 hours of Emergency Paid Sick Leave (part-time employees are eligible to receive paid leave equal to the average number of hours that the employee works over a 2-week period):

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 related to COVID-19;
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services.
Pay Rates:

Employees utilizing Emergency Paid Sick Leave for reasons 1, 2, or 3 shall be paid at their regular rate of pay up to a maximum of $511 per day and $5,110 in the aggregate (over a 2-week period).

Employees utilizing Emergency Paid Sick Leave for reasons 4, 5, or 6 shall be paid at 2/3 their regular rate of pay up to a maximum of $200 per day and $2,000 in the aggregate (over a 2-week period).

**Public Health Emergency FMLA Leave**

Effective April 1, 2020, all regular full-time and part-time employees who have been employed with the County for at least 30 days prior to beginning leave under this provision will be eligible to receive up to 12 weeks of family and medical leave if the employee is unable to work (or telework) because the employee needs to care for his or her minor child whose school or place of care has been closed, or whose child care provider is unavailable, due to a COVID-19 emergency declared by a Federal, State, or local authority (part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that 12-week period).

The first 10 days of leave under this provision will be unpaid. However, during the first 10 days, the employee may be eligible to utilize Emergency Paid Sick Leave, as described above, or may choose to be compensated with PTO or COMP time.

FMLA leave taken by the employee for other FMLA-qualifying reasons reduces the amount of leave available under this provision.

Pay Rate:

Employees utilizing leave under this provision shall be paid at 2/3 their regular rate of pay up to a maximum of $200 per day and $10,000 in the aggregate (over a 10-week period).

**Medical Certification**

The County may require employees seeking leave to provide a medical certification describing the reason(s) the employee requires leave.
**Symptoms**

Employees are encouraged to contact their primary care physician if they are exhibiting the following symptoms:

- Fever
- Cough
- Shortness of breath

Employees who exhibit these symptoms at work may be directed to go home and will be eligible to utilize Emergency Paid Sick Leave for their absence if they are unable to perform their job duties remotely.

**Notice**

Employees should provide notice of their need for leave as soon as practicable.

**Exclusions**

The law gives the County the right to exclude healthcare providers and emergency responders from taking these leaves. Requests for leave by healthcare providers and emergency responders will be considered on a case-by-case basis.

**Expiration**

The leaves provided under the federal law expire on December 31, 2020, and leave time may not be carried over into 2021.

All other qualified leaves of absences continue to apply. Additional information found on the County website under Human Resources and Employee Handbook or by clicking the below links:

- [Leaves of Absence](#)
- [Family Medical Leave Act (FMLA)](#)
- [Short-Term Disability (Disability Leave)](#)