

City of Grand Junction

Emergency Pandemic Leave Policy

Policy

All City employees are eligible for, and covered by, the City's Emergency Pandemic Leave Policy when activated by the City Manager.

Emergency Pandemic Leave provides compensation at 100% of the employee's current rate of base pay for time off work due to a declaration of an emergency pandemic. This policy allows an employee to be provided leave for exposure to, or as a result of, a quarantinable communicable disease (COVID-19).

This policy may be amended as we address the emerging pandemic.

Length of Leave

Emergency Pandemic Leave will provide compensation for a maximum of 80 hours (or 112 for designated Fire personnel) for full-time benefitted employees.

Regular Part-time employees working 20 or 30 hours a week will be provided compensation for a maximum of 40 hours or 60 hours, respectively.

Part-time seasonal employees will be provided compensation for a maximum of four (4) days. Number of hours provided will be based on regularly scheduled shifts.

If needed, leave may be taken Intermittently.

Qualifying Events

Employees will qualify for Pandemic Leave based on one or more of the following criteria:

- Any employee who has become symptomatic as defined by the CDC as fever, coughing, or shortness of breath due to a quarantinable communicable disease (COVID-19).
- Any employee who is providing care for a spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law who has become symptomatic as defined by the CDC due to a quarantinable communicable disease (COVID-19).
- Any employee who is quarantined under the direction of health care authorities.
- Any employee who self-certifies as being exposed to the quarantinable communicable disease (COVID-19).
- Any employee who is sent home by his or her supervisor for showing objective symptoms or credible evidence of exposure to the quarantinable communicable disease (COVID-19).
- Any employee caring for children under the age of 13 or for developmentally disabled children due to District-wide school closings and/or closures of day care facilities.

Requesting Leave

Any employee requiring Emergency Pandemic Leave must contact their immediate supervisor, his or her designee, or Human Resources. The employee requesting Pandemic Leave must complete an Emergency Pandemic Leave Request Form obtained from their immediate supervisor, his or her designee, or Human Resources.

Benefits During Leave

Emergency Pandemic Leave payments are considered taxable income to the employee.

PTO accruals, retirement contributions, and all other benefits will continue during the use of Emergency Pandemic Leave.

Emergency Pandemic Leave hours will not reduce the number of hours allowable under the City's Short-term Disability and Family Medical Leave policies.

Additional Leave

In the event an employee exhausts Emergency Pandemic Leave, additional leave options are available as outlined in the City's Personnel Policy Manual.