



Weber County Human Resources Policy 7-100

COVID-19 Emergency Pandemic Leave

I. Purpose

Pursuant to the recommendation of federal and state authorities, and for the purpose of minimizing and reducing workplace exposures and ensuring the health and safety of its employees and the general public, Weber County has created a temporary policy to mitigate the potential impacts of the COVID-19 virus on our staff and the community.

II. Policy

Weber County recognizes that COVID-19 may significantly impact our workforce. These impacts may include a personal illness, caring for an ill family or household member, or a lack of childcare. In an effort to minimize these impacts the County will temporarily relax our leave policies. This policy will take effect beginning March 16, 2020 through April 1, 2020. It may be extended or rescinded as needed by decision of the Weber County Human Resources Director in consultation with the Weber County Commission.

III. Procedures

A. Regular Status and Part-Time Benefits Eligible Employees

1. For the period of time that this policy is in effect, benefits eligible employees who need time off for a personal illness that is or could be related to COVID-19, who need to care for an ill family or household member, who need to stay home with children due to a lack of childcare, or in cases of voluntary self-isolation or quarantine due to COVID-19, may use their sick and vacation leave to compensate them for time away from work. Employees should use all accrued sick leave available to them and once that leave is expended they will be allowed to use additional sick leave before it is accrued, resulting in a negative sick leave balance. The leave balance will be replenished as sick leave continues to accrue over time.
2. As an alternative to utilizing sick leave, with approval from their supervisor, employees may opt to take voluntary unpaid time off.
3. All employees using leave during this time are expected to contact their supervisor on a daily basis. However, pursuant to CDC recommendations, notes from health care professionals will not be required for issues that are or could be related to the COVID-19 virus.
4. If an employee is home due to taking care of their children due to school/daycare closures, the employee may be required by their supervisor to work from home to the extent possible. Supervisors shall coordinate with employees in tracking and reporting hours worked for payroll purposes.

B. Part-Time Non Benefits Eligible and Temporary or Seasonal Employees

1. Temporary, seasonal and part time employees who are not eligible for paid leave, but who need time off due to COVID-19 impacts will be dealt with on a case-by-case basis and should have their supervisor contact Human Resources.

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C. County, Department or Facility Closures

1. In cases where the County closes or suspends operations of particular services or departments, employees may be temporarily reassigned or asked to work from home, and will be compensated for their hours worked. In situations where reassignment or working from home is not available, the employee's supervisor should contact Human Resources and these situations will be dealt with on a case-by-case basis.

D. Other types of leave

1. Employees with other reasons for leave, unrelated to COVID-19, may use available leave types pursuant to Human Resources Policy 4-200: Leave Practices.