



IMPORTANT EMPLOYEE INFORMATION

Resources to Remember as COVID-19 Cases Continue to Rise

November 20, 2020

To: All Employees

With COVID-19 cases increasing once again in our community and across the country, many of you may be experiencing renewed concerns about exposures, school closures, financial hardship, and more. Here at the City of Phoenix, we are committed to ensuring our employees feel safe, supported, and well informed through these challenging times.

This message recaps some of the temporary resources available to help employees navigate this pandemic, including the following:

- City Leave Time
- Temporary Federal Leave Provisions (available through December 31, 2020)
- Financial Assistance

Options for Leave Time

Available Leave Banks

With approval from a supervisor, employees may use any available leave accrual, including sick leave, earned paid sick leave, vacation leave and comp time for any COVID-19 related issue. This also applies to leave taken when in-person school or childcare is closed or unavailable to their children.

Borrowed Leave

Full-time employees who have exhausted all leave have the option of taking unpaid leave or borrowing against future leave accruals up to a maximum of 160 hours. Part-time employees have the option of borrowing up to 80 hours. Employees who wish to borrow against future leave should contact their supervisor and payroll coordinator.

Leave Donations

There is still time to donate any remaining vacation leave or comp time to individuals who have exhausted all other available leave and are impacted by in-person school or childcare closures. If you would like to request approval to receive leave donations, please contact your HR Liaison.

Any leave taken will be held harmless, meaning it will not be counted as an unscheduled incident.

Temporary Federal Leave Provisions (only available through December 31, 2020)

Emergency Family Medical Leave Act (EFMLA)

If leave is needed due to a **school or childcare closure**, employees should first consider applying for EFMLA (if an in-person option is offered, EFMLA leave is not available). [Emergency FMLA](#) provides paid leave up to a \$10,000 cap if in-person school or childcare options are **closed or unavailable** to a child due to COVID-19. This provision allows for leave for parents of school-aged children (up to age 17).

Emergency Paid Sick Leave (EPSL)

[EPSL](#) provides two weeks (up to 80 hours for full-time employees/up to 60 hours for part-time employees) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work or telework for a qualifying reason.

Please review the [Families First Coronavirus Response Act quick reference guide](#) for detailed information about these provisions. An important note—**the use of EFMLA and/or EPSL does not reduce an employee's leave bank**. The law also permits the exclusion of [emergency responders](#) from these provisions to ensure adequate staffing levels for critical services.

Please note that existing EFMLA and EPSL leave will expire on December 31, 2020. If you have questions or concerns, please contact your HR liaison.

Financial Assistance/Loan Programs for Employees Experiencing Financial Hardship

The [COVID19 HOPE Fund](#) is designed to offer eligible employees financial aid for basic household expenses. The City of Phoenix also offers several partner loan programs for employees experiencing financial hardship. [Employees who qualify](#) may apply for small dollar loans of up to \$3,000 through [TruConnect](#), or larger loan amounts through [Nationwide](#). You can learn more about the above financial assistance options on the [HR Employee Health Updates](#) website.

Employee Assistance Programs

We realize the uncertainty of the COVID-19 health emergency can create feelings of anxiety. Help is available through the Employee Assistance Program (EAP). City employees and everyone in their household have access to [ComPsych Guidance Resources](#) for free support, information, and services. Please call **602-534-5433** to learn more.

A Few Final Reminders

[City policy](#) requires that all employees wear face coverings (face masks) at all times in common areas (regardless of the ability to physically distance). A common area is any location where there could be more than one person present including but not limited to some of the following locations: **elevators, hallways, break rooms, conference/meeting rooms, and briefing areas (inside or outside)**. Face coverings will not be required when an employee is alone in an office, alone in a [high-wall cubicle](#) or alone in a city vehicle, however a face covering is recommended when working in a high-wall cubicle. A face covering is required at all times in a [low-wall cubicle](#). Please remember the city offers a number of [FREE COVID-19 testing and Flu vaccine options](#) for employees, dependents, and employee household members.

If you are experiencing any symptoms of illness, please stay home and contact your supervisor; do not come into the workplace. We appreciate your commitment to safety and dedication to your coworkers and the community. Together, we will get through the next chapter of the pandemic. Thank you.