

Important COVID-19 Leave Policy Updates for 2021

December 31, 2020

Here at the City of Phoenix, it's been our mission to stay ahead of the COVID-19 pandemic with policies and procedures to minimize risks to employees and the communities we serve.

Today, we continue to monitor trends and work closely with public health experts to ensure our efforts reflect local, state and national public health guidance. This message will provide important COVID-19 policy updates that will take effect in the new year.

Leave Time for COVID-19 Related Reasons

The Federal Emergency Family and Medical Leave Act (EFMLA) provisions as well as the Emergency Paid Sick Leave (EPSL) program, enacted this year as part of the federal Families First Coronavirus Response Act (FFCRA) are due to expire on December 31, 2020. To ensure employees continue to have leave options available into 2021, the City of Phoenix will implement our own COVID-19 paid-leave provisions.

2021 COVID-19 City-Paid Leave

From January 1 – April 30, 2021, the City will provide city-paid leave **up to 80 hours for full time employees** and **up to 60 hours for part time employees** to mirror FFCRA Emergency Paid Sick Leave (EPSL). An employee may use this time if they cannot work or telework for the following reasons:

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 (This will also apply to symptoms experienced after receiving a COVID-19 vaccine)
4. The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
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. Emergency Responder exclusions will continue to apply (see below).

Additional Leave Time

We realize there may be a need for additional leave, beyond or separate from the 2021 COVID-19 City-Paid Leave described above. The City will extend the following provisions **through April 30, 2021**.

- The City will continue to allow employees to use any of their available leave banks to cover approved leave time.
- Employees who exhaust all other leave options will be allowed to continue to borrow leave up to a limit of 160 hours for full time employees and 80 hours for part time employees.

- **The City will continue to hold employees harmless for any leave taken**, meaning leave will not be counted as an unscheduled incident and will not be considered during investigations of leave policy violations.

2021 COVID-19 Extended Leave for School/Child Care Closure

The City of Phoenix is extending a program similar to federal Emergency FMLA provisions, to provide employees who have a need for additional leave due to school and or child care provider closures. These provisions will allow employees, whose jobs are not conducive for telework and have exhausted all other leave options including their own leave banks, to be approved for paid time off until an in-person school option exists.

It's important to note that similar to Federal Emergency FMLA provisions, **employees determined to be Emergency Responders will be excluded from taking this leave.**

However, an employee may still appeal through the established city process. Employees should contact their department Human Resources Liaison for guidance, as they will be required to submit a leave request form and provide documentation prior to taking leave.

It has been and continues to be our highest priority to provide resources, information, and a safe work environment for employees and the communities we serve. Please reach out to your HR liaison with any questions regarding these leave provisions. Thank you.