



## Reference Guidelines: Emergency Operations during Widespread Illness – Borrowing Sick Leave

During an emergency, our first concern is the health and safety of our employees. Below, for your convenience, are general policy guidelines that address circumstances that may arise during times of widespread illness when an employee's leave balances are exhausted.

### **Applicability**

These policy guidelines are applicable to all full-time and part-time employees, except those sworn employees covered by a collective bargaining agreement, who are eligible for sick and vacation accruals, but do not have enough leave to utilize during emergency operations due to widespread illness. These policy guidelines are in effect during a state of emergency declared by the Mayor.

### **Policy Guideline: Borrowing Sick Leave**

#### Reporting to Work

When government offices are open, employees are expected to report to work under normal conditions. However, employees who are sick are encouraged to stay home.

#### Sick Leave Policy

Under normal circumstances, eligible employees may be required to use sick leave for absence(s) due to illness and may even be required to provide a doctor's note for the absence(s). However, during emergency operations due to widespread illness, eligible employees may use any available leave category and will not be required to provide a note to validate the illness.

#### Reporting Time

Record all time worked as REG – Regular Base Compensation. Record any time off to a legitimate leave category (i.e. Sick, Vacation, Holiday or Compensatory Time, if eligible).



Exhausted Leave Balances

Due to the extenuating circumstances of widespread illness, if an employee has exhausted all leave balances, but must remain on leave due to illness, the employee may “borrow” from future sick leave accruals. That is, once balances are exhausted the employee shall report any additional approved time off due to illness as PAT – Paid Away Time. Once the employee returns to work, the total number of hours charged to PAT will be calculated and future sick leave accruals will be reduced until the balance of “borrowed” hours equals zero.

As an example, in March, an employee with less than ten (10) years of service is required to utilize eighty (80) hours of sick leave due to illness, but only has fifty (50) total hours of banked leave. Action steps are as follows:

- Employee reports all fifty (50) hours of leave, then reports thirty (30) hours of PAT.
- As the employee accrues leave in April, May and June, the sick leave accrual will be reduced each month by ten (10) hours, thus recouping the “borrowed” sick leave.
- Once the “borrowed” time has been restored, the employee will continue to accrue as usual.

	Vacation	Sick	“Borrowed” Sick (Reported as AWL)
Beginning Balance	30	20	
March - needs to use 80 hours due to illness	-30 = 0	-20 = 0	30
April	+10 = 10	+10 – 10 = 0	-10 = 20
May	+10 = 20	+10 – 10 = 0	-10 = 10
June	+10 = 30	+10 – 10 = 0	-10 = 0
July	+10 = 40	+10 = 10	

Restoring Time Upon Separation

Should an employee with a “borrowed” balance choose to separate for any reason, any remaining sick, vacation and/or holiday balance shall be reduced by the amount owed in an effort to restore time “borrowed” to LFUCG.

Please contact Winona Embry in Payroll with any questions or concerns at (859)258-3034.

Issued March 10, 2020

