

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** 613  
**EFFECTIVE DATE:** 04/07/20  
**REVISED DATE:** 01/19/21  
**EXPIRATION DATE:** 06/30/21  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: Leave for Coronavirus (COVID-19) Related Reasons**

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**1. PURPOSE:**

This policy extends eligible employees protected leave for qualified reasons related to COVID-19.

This policy will remain in effect until:

- 12:00 p.m. on June 30, 2021, OR
- the state or federal government declare the end of the COVID-19 public health emergency, OR
- the state or federal government take other action regarding employee paid leave for COVID-19;

whichever occurs sooner.

**2. Emergency Paid Sick Leave (EPSL)**

**2.1. Policy**

Full-time employees will receive up to a **total** of 80 hours of emergency paid sick leave (measured backward) retroactive to April 7, 2020. Part-time employees will receive the number of hours equal to the number of hours s/he works on average over two weeks. If a part-time, seasonal, casual, or temporary employee works varying hours to such an extent that the **employer** is unable to determine with certainty the number of hours the employee would have worked if leave had not been taken, the **employer** will look at the average number of hours the employee was scheduled over the past six months; or if the employee had not worked the past six months, the **employer** will use the reasonable expectation of the number of hours the employee would normally be scheduled to work.

**2.2 Reasons for Leave**

EPSL may be granted to employees who are unable to work or telework due to 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 COVID-19 concerns.

(3) The employee is experiencing symptoms of COVID-19 or has been sent home from work because of exposure to COVID-19 and is seeking medical diagnosis.

(4) The employee is caring for an individual who is subject to a federal, state, or local 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.

### **2.3 Employee Eligibility**

With exceptions, all employees are eligible for EPSL, regardless of their status.

Health care providers and emergency responders may be excluded from the application of EPSL. The County will provide EPSL for conditions 1-3 in 2.2 above. EPSL will not be provided for condition 4 in 2.2 above.

For the purposes of this policy an emergency responder is an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19 (within Storey County this includes the Senior Center Director). This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel (within Storey County this includes the Emergency Management Director and Community Relations Coordinator), 911 operators, public works personnel (within Storey County this includes water, sewer, roads, service, buildings and grounds, and parks/pool), and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility (within Storey County this includes the County Manager, Comptroller, HR Director, and Fire Marshal). This also includes any individual that the highest official of a state or territory, including the District of Columbia, determines is an emergency responder necessary for that state's or territory's or the District of Columbia's response to COVID-19.

### **2.4 Compensation During Leave**

2.4.1 Employees will receive 100% of their regular rate of pay for reasons related to the employee's own quarantine, isolation, or symptoms of COVID-19 (reasons 1-3 in section 2.2 above) up to a maximum of \$511 per day.

2.4.2 Employees will receive 2/3 of their regular rate of pay for reasons related to the employee's need to care for an individual who is in isolation or quarantined (reason 4 in section 2.2 above) up to a maximum of \$200 per day.

2.4.3 Employees may substitute comp time, annual leave or sick leave for the pay not covered by the EPSL. Once accrued leave is depleted, the remainder of the leave period will consist of unpaid leave for the pay not covered by EPSL.

### **2.5 Notice of Leave**

An employee intending to take EPSL shall give notice as soon as practicable.

## **2.6 Certification**

The County will comply with applicable law whenever it requests certification or documentation supporting the employee's eligibility for leave under this policy. Before returning to work, employees should be symptom free and meet the criteria for discontinuing home isolation as advised by the employee's healthcare providers and state and local health departments. Employees who take leave to care for an individual with COVID-19 should also follow CDC recommended precautions before returning to work.

## **2.7 Carryover**

EPSL under this policy may carry over from CY 2020 to 2021 providing the employee has not used the 80 hour qualifying allotment. Subject to the duration limitations set forth in Section 2.1, an employee will no longer be eligible for any EPSL beginning on the employee's next scheduled shift immediately following the termination of the need for EPSL.