



Emergency Paid Sick Leave Policy

In accordance with the Families First Coronavirus Response Act, the City of Gardner (hereinafter “the City”) hereby establishes an Emergency Paid Sick Leave (“EPSL) policy. The City grants leave in accordance with the terms of this policy. Without City permission, an employee may not work for any other company during his or her EPSL of absence from the City.

A. Scope:

Commencing April 1, 2020, this leave permits an employee paid sick time if they are unable to work or telework (work from home) because they are:

1. Subject to a Federal, State or local quarantine or isolation order related to COVID-19.
2. Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. Is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. Is caring for an individual who is subject to a quarantine or isolation order related to COVID-19.
5. Is caring for his/her child(ren) if the school or childcare facility has been closed or the childcare provider is unavailable due to COVID-19 precautions.
6. Is experiencing any other substantially similar condition as determined by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

B. Terms and Conditions of Leave:

1. EPSL paid sick time is available to immediately to an employee regardless of how long he/she has been employed by the City.
2. A request for leave under the EPSL shall be made by completing the EPSL Request form attached hereto and available by contacting the City Human Resources Department.
3. An employee shall be entitled to EPSL paid sick time as follows:
 - Full time employees shall be entitled to 80 hours.
 - Part time employees shall be entitled the number of hours equal to the number of hours that such employee works, on average, over a two week period of time.
 - Paid time shall be calculated as follows:
 - 100% pay not to exceed \$511 per day and \$5,110 in the aggregate for a use as described in Section A, paragraphs 1, 2 and/or 3.
 - Two-thirds (2/3) pay not to exceed \$200 per day and \$2,000 in the aggregate for use as described in Section A, paragraphs 4, 5 and/or 6.
4. EPSL paid sick time shall not carry over from one year to the next.

5. Paid sick time under the EPSL Policy ends when the employee's need for leave ends and he/she returns to the next scheduled work shift.
6. An employee who is eligible for the EPSL paid sick time will not be required to use other paid accrued benefit time as provided by the City before the employee uses his/her EPSL paid sick time.

C. Notice and Certification:

1. In the event the employee has requested EPSL paid time for the reasons identified in Section A, paragraphs 1, 2 and/or 3, the employee must provide the appropriate documentation:
 - a. Quarantine/Isolation order; and/or
 - b. Medical documentation from his/her treating physician.
2. In the event the employee has requested EPSL paid time for the reasons identified in Section A, paragraph 4, the employee must provide the appropriate documentation:
 - a. Quarantine/Isolation order for the individual he/she is caring for; and/or
 - b. Medical documentation from the treating physician for the individual he/she is caring for.
3. In the event the employee has requested EPSL paid time for the reasons identified in Section A, paragraphs 5 and/or 6, the employee must provide the appropriate explanation for said request (i.e., how has the employee's current childcare circumstances changed).

D. Benefits:

1. To the extent the City's group health care plan requires participants to pay some portion of their health insurance premiums, an employee on leave under the EPSL Policy who chooses to continue his or her coverage under the City's group health plan must continue to pay the employee share of premiums—that is, the employee must pay the same share of premiums for coverage that he or she would be required to pay if not on leave, on the same due dates that would be applicable if he or she were not on leave.
2. While out on EPSL paid sick time, an employee is not eligible to earn sick leave incentive time.

E. Exemptions and Expiration:

- First responders including Police Officers, Fire Fighters/EMTs and Civilian Dispatchers are not eligible for the EPSL.
- The EPSL Policy and the requirements under this Policy, shall expire on December 31, 2020.



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ACKNOWLEDGEMENT OF RECEIPT

I _____, hereby acknowledge that I received a copy of the
(Please print name)

City of Gardner's Emergency Paid Sick Leave Policy on _____.
(Date)

Department: _____
(Please Print)

Signature: _____

Please sign and return the Acknowledgement of Receipt to the Human Resources Department.



City of Gardner

Application for Emergency Paid Sick Leave

Employee's name: _____ Department: _____

Current Address: _____

Requested Start Date: _____ Expected Return Date: _____

Reason for Leave (Explain):

- Subject to a Federal, State or local quarantine or isolation order related to COVID-19.
- Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- Is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- Is caring for an individual who is subject to a quarantine or isolation order related to COVID-19.
- Is caring for his/her child (ren) if the school or childcare facility has been closed and/or the childcare provider is unavailable due to COVID-19 precautions.
- Is experiencing any other substantially similar condition as determined by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Note: A leave request based on an employee's own serious health condition or the serious health condition of an employee's spouse, child or parent must be accompanied by a verifying medical certification from a physician.

I hereby authorize The City of Gardner to contact my physician to verify the reason for my requested leave.

I understand that a failure to return to work at the end of my leave period may be treated as a resignation unless an additional leave has been requested such as a Family and Medical Leave ("FMLA") by the City of Gardner.

Employee's signature: _____ Date: _____

Approved By:

Supervisor: _____ Date: _____

Human Resources Director: _____ Date: _____

**First responders including Police Officers, Fire Fighters/EMTs and Civilian Dispatchers are not eligible for the Emergency Paid Sick Leave Act.*