



Town of Erie

State of Emergency Leave Policy

Effective Date:
March 17, 2020

Revision Date:

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Human Resources Director

Policy Purpose:

The Town cares about the health and well-being of all employees and wants to ensure employees do not suffer economic hardship due to quarantine issues and/or facility closure issues. We understand it could be a hardship to use your personal PTO, ESL/FSL for such situations. State of Emergency Leave (SEL) will cover employees who are quarantined (with documentation) or in the event the Town closes facilities during a local disaster emergency declared by the Mayor or Board of Trustees.

Definitions:

- **State of Emergency** – any period covered by an order from the Mayor or the Board of Trustees of the Town of Erie declaring a local disaster emergency.
- **State of Emergency Leave (SEL)** – Paid leave provided to employees during a declared State of Emergency. Dependent on the emergency, the Town Administrator will determine if non-benefitted part-time staff will be paid.

Supervisor Responsibilities

Once a State of Emergency has been declared, supervisors will be responsible for adding SEL leave to an employee's time card.

Teleworkers

During a declared State of Emergency, any employee who has the ability to work from home will do so as outlined by the Town's Teleworking Policy. When an employee is Teleworking as defined by that Policy, they will be compensated at their regular rate of pay and not eligible for SEL.

Types of SEL

- QPL = Leave due to required Quarantine for exposure of self or family member or positive test
- SEL = Management Decision to put personnel on leave to reduce risk, facility closures, rotating personnel etc.

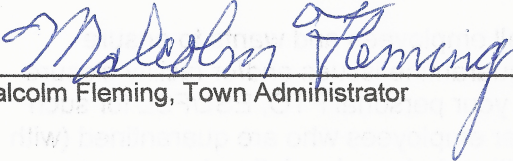
Eligibility

Permanent Full-time employees regardless if deemed essential or non-essential are eligible for SEL. However, dependent on the emergency, the Town Administrator may grant part-time non benefitted employees SEL.

Amount of Leave

The amount of leave granted will be based on the emergency and can be subject to change.

This policy is hereby approved and adopted on this 17th day of March, 2020


Malcolm Fleming, Town Administrator