

TOWN OF NORMAL
CITY MANAGER
COVID-19 RELATED EMERGENCY ORDER 20-005
Use of Sick Leave for Child Care

EFFECTIVE DATE: 3/24/2020 EFFECTIVE TIME: 7:00 am

Under the authority granted by ordinance No. 5824, Pamela S. Reece, City Managers of the Town of Normal order as follows:

1. Purpose

The purpose of this temporary staffing policy is to recognize that the novel COVID-19 virus has affected the Town of Normal. The Town and its employees must work to quickly adapt to this emerging public-health threat and to navigate new business practices to continue to serve the community to the best of our abilities.

2. Eligible Employees

This temporary staffing policy applies to all employees who are eligible to receive sick leave under §18.1-19 of the Town Code.

3. Allowance of Sick Leave for Child Care

In addition to all purpose for which sick leave may be used under §18.1-19 of the Town Code, an employee may use sick leave to care for the employee's child if the child's school or place of care is closed or the child's care provider is unavailable due to a public health emergency

Any sick leave taken for child care under this order is not eligible for reinstatement under §18-1-19 (E) of the Town Code.

All rules and regulations concerning the use of Town sick leave remain in full force and effect.

The purpose of this temporary policy is to recognize that COVID-19 may impact the Town of Normal employees.

Ordered on March 24, 2020.

Pamela Beece
City Manager of the Town of Normal, Illinois

ATTEST:



Town Clerk
(seal)

