

TOWN OF NORMAL
CITY MANAGER
COVID-19 RELATED EMERGENCY ORDER 20-006
Families First Coronavirus Response Act (FFCRA)

EFFECTIVE DATE: 4/1/20 EFFECTIVE TIME: 7:00 am

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

EMERGENCY PAID SICK LEAVE POLICY

The Town of Normal will provide employees with emergency paid sick leave as required by the Families First Coronavirus Response Act (FFCRA) in effect starting April 1, 2020. The Town reserves the right to exclude any or all of the provisions of the policy from application to emergency responders in accordance with Department of Labor guidelines.

Eligibility

All employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19-related reasons as specified below. (Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below).

Reason for Leave

Employees may take emergency paid sick leave if unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

Duration/Compensation

Employees are entitled to:

- **Full-time employees:** Two weeks of pay (up to 80 hours) at their regular pay rate. However, when caring for a family member (for reasons 4, 5, and 6 above), sick leave is paid at two-thirds the employee's regular rate.
- **Part-time employees:** Pay for the number of hours the employee works, on average, over a two-week period.

Paid leave under this policy is limited to \$511 per day (\$5,110 in total) where leave is taken for reasons 1, 2, and 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (care for others or school closures).

Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave. No leave provided by the Town before April 1, 2020 may be credited against your leave entitlement. In addition, emergency paid sick leave cannot be carried over after Dec. 31, 2020.

Please note: Use of sick time for a COVID-19-related public health emergency will not be eligible for sick leave reinstatement, buy back, or exchange.

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. The Town's usual and customary call-in procedures must be followed. Please contact your direct supervisor for further clarification.

Retaliation

The Town will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on Dec. 31, 2020.

EMERGENCY FAMILY AND MEDICAL LEAVE POLICY

The Town of Normal will provide employees with up to 12 weeks of emergency family and medical leave for a qualifying need due to a COVID-19-related public health emergency. The Town reserves the right to exclude any or all of the provisions of the policy from application to emergency responders in accordance with Department of Labor guidelines.

Eligibility

Emergency family and medical leave is available to all employees who have been employed by the Town of Normal for at least 30 calendar days. The leave must be taken between April 1, 2020, and Dec. 31, 2020. (Leave provided prior to April 1, 2020, will not count as FMLA leave)

Reason for Leave

This policy applies to employees who are unable to work (including telework) because a minor child's school or place of childcare is closed due to a COVID-19-related public health emergency.

Requesting Leave

Employees requesting leave will give notice as soon as practical. The Town's usual and customary call-in procedures must be followed. Please contact your direct supervisor for further clarification.

Compensation

The first 10 days (two weeks) of leave are unpaid, but you may substitute accrued paid leave, including emergency paid sick leave.

The remaining 10 weeks are paid at 2/3 of your regular rate for the number of hours you would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$12,000 total).

Restoration

Upon returning to work at the end of leave, employees will generally be placed in the original job or an equivalent job with equivalent pay and benefits. Employees will not lose any benefits that accrued before leave was taken.

Retaliation

The Town will not retaliate against employees who request, or take leave, in accordance with this policy.

Expiration

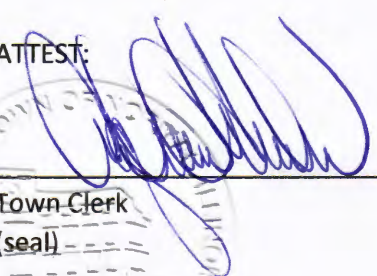
This policy expires on Dec. 31, 2020.

Ordered on March 31, 2020.

Pamela Beece

City Manager of the Town of Normal, Illinois

ATTEST:



Town Clerk
(seal)

