

Resolution 2021-R-04

COVID Administrative Leave for City Employees

WHEREAS, on March 18, 2020, the U.S. Congress and the President signed the Families First Coronavirus Response Act (the “Act”), which contains provisions for emergency paid sick leave and an emergency Family Medical Leave Act for eligible employees in certain situations pertaining to the COVID-19 pandemic;

WHEREAS, the Act took effect on April 1, 2020 and ended on December 31, 2020;

WHEREAS, the Act required that employers pay sick leave to employees for COVID-19 reasons; however, the payment of sick leave for COVID-19 reasons is no longer required by the Act as of January 1, 2021; and

WHEREAS, employers may still voluntarily grant such paid sick leave due to COVID-19 until March 31, 2021 and the City desires to grant such sick leave to its employees as provided by City policy.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Irondale in regular meeting, duly assembled, a quorum being present that COVID-19 Administrative Leave shall be paid to an employee who tests positive for COVID-19 or who has been exposed to a COVID-19 positive individual. This leave shall be up to a maximum of 80 hours (104 hours for 52 hour a week fire personnel) to cover the appropriate isolation period pursuant to City policy. This leave shall be available to all employees of the City of Irondale until March 31, 2021.

ADOPTED & APPROVED: This the 20th day of January, 2021.

David Spivey, City Council President

APPROVED:

James D. Stewart, Jr., Mayor

ATTESTED:

Frank Pennington, Acting City Clerk

Exhibit A



TO: ALL CITY EMPLOYEES
FROM: MAYOR'S OFFICE
DATE: JANUARY 21, 2021
SUBJECT: COVID-19, FFCRA EXPIRATION & COVID ADMINISTRATIVE LEAVE

The provisions of the Families First Coronavirus Response Act (FFCRA) expired on December 31, 2020. Accordingly, Emergency Paid Sick Leave and Emergency Family and Medical Leave will no longer be granted beginning January 1, 2021. In consideration of the ongoing pandemic and number of cases, the City will be implementing the following effective immediately:

COVID-19 ADMINISTRATIVE LEAVE

An employee who tests positive for COVID-19 can be entitled to up to a maximum of 80 hours (104 hours for 52 hour a week fire personnel) of COVID Administrative Leave to cover the appropriate isolation period as provided herein. Time spent waiting for a positive test result will be counted retroactively.

- In order to qualify for this leave, employees must provide a copy of their positive test result or other documentation from a medical provider indicating a positive result to Human Resources and complete the COVID Administrative Leave Request form.
- Part-time employees who test positive are also eligible for COVID Administrative Leave limited to an amount commensurate with their regular two-week work schedule.
- The leave authorized herein shall be available to all employees until March 31, 2021.

KNOWN ON-DUTY EXPOSURES

Employees who are exposed to a COVID positive individual in the course of their regular job responsibilities at work will be entitled to COVID Administrative Leave while awaiting test results. A COVID Administrative Leave Request form must be completed and approved by Human Resources.

OFF-DUTY EXPOSURES

Employees are permitted to use their own accrued sick leave for exposures occurring outside of work in order to await test results or comply with current CDC quarantine guidelines and are not eligible for COVID Administrative Leave. Current CDC guidance is a 14 day quarantine period from the date of exposure.

- Employees must provide a statement or e-mail to Human Resources in order to be approved to use sick leave for this purpose. The statement should include the date and circumstances of the exposure.
- In lieu of the 14 day quarantine period, employees will be permitted to return to work after a negative test result provided the test is conducted 120 hours after an exposure,

CURRENT CDC EXPOSURE GUIDANCE

Who needs to quarantine? People who have been in [close contact](#) with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as [close contact](#)?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take: Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19

Exhibit A