

Upon the direction and recommendation of the Oakland County Health Officer, in response to increase of Coronavirus COVID-19 cases in the Oakland County, the County is instituting the temporary COVID-19 Administrative Emergency Leave, effective immediately:

TEMPORARY EMERGENCY LEAVE

3/13/2020

In order to utilize the emergency leave option, employees' may be required to attest to their need for the time off and its relation to the COVID-19 virus pandemic.

Department Directors have the latitude to approve the emergency leave and in the event there is a dispute, Labor Relations will make final determinations regarding access to the emergency leave on a case by case basis. Any employee deemed not eligible for emergency leave will still be subject to all applicable County annual, personal and unpaid leave policies and procedures as well as potential disciplinary actions for violations of such policies.

Be advised, Oakland County's Administrative Staff will be monitoring the current emergency crisis. Therefore. These guidelines may be changing frequently, as new recommendations and updates come from the Center for Disease Control (CDC) and the Oakland County Health Officer.

PURPOSE

Due to the strain emergency of the COVID-19 epidemic, The County is temporarily allowing up to eighty (80) hours of paid emergency leave for all employees impacted by the COVID-19 epidemic.

- A. Emergency Leave is paid at 100% of an employee's current straight time rate of pay for two weeks (40 hours per week, maximum hours to be paid 80 hours).
- B. Benefits continue during emergency leave.
- C. All normal benefit contributions will be deducted from an employee's bi-weekly payroll check.
- D. Employees will continue to accrue vacation time while on emergency leave.
- E. Emergency Leave does not impact an employee's benefit date
- F. Emergency Leave may be used intermittently. However, this temporary policy and any access to emergency leave time ceases upon the direction of the Oakland County Health Officer and Labor Relations.
- G. Approved Family Medical Leave Act (FLMA) will run concurrently with Emergency Leave.
- H. If the employee is not eligible for FMLA leave or FMLA benefits are exhausted, the employee may still be eligible for Emergency Leave time.

Request for Emergency Leave

- A. Please work with your supervisor in accordance with requesting procedures
- B. Attendance Clerks will modify the leave to reflect a new code entitled NPH

OTHER PROVISIONS OF THE EMERGENCY LEAVE POLICY

- A. Exceptions to the Emergency Leave policy may be sought in extreme cases by submitting a written request to Labor Relations
- B. Leave extending beyond 80 hours will be subject to accrued, unused earned personal leave, vacation leave or temporary disability insurance unless this order is extended.
- C. This policy may be modified or extended at any time the pleasure of the County Executive under recommendation of the Oakland County Health Officer.