

March 23, 2020

ORDINANCE NO. 2020-01

AN ORDINANCE ESTABLISHING A PANDEMIC LEAVE POLICY

WHEREAS, the U.S. Center for Disease Control (CDC) has alerted the country of the potential threat of a widespread outbreak of COVID-19 pandemic; and

WHEREAS, such an outbreak would affect a significant number of County employees and their families; and

WHEREAS, the McDonald County Commission wishes to establish a Pandemic Leave program allowing eligible full-time employees up to ten (10) Pandemic Sick Leave days to be used for pandemic related absences.

NOW, THEREFORE, BE IT ORDAINED BY THE McDONALD COUNTY COMMISSION AS FOLLOWS:

Section 1. Section 7.8 of the Employee Handbook is hereby amended by the enactment of a new section as follows:

PANDEMIC LEAVE

During a declared pandemic, the following sick leave policy will be used for all pandemic related absences.

1. All regular, full-time employees will be provided up to ten (10) Pandemic-Sick Leave (PSL) days, in addition to any days already earned as regular sick time.
2. To be eligible for Pandemic Sick Leave (PSL), an employee must have completed at least three (3) months of continuous employment prior to the request for the PSL leave.
3. An employee becomes eligible for PSL when one of the following occurs:
 - a. The employee is medically diagnosed as having pandemic related epidemic.
 - b. The employee's spouse, child(ren) or other member of the employee's household is diagnosed as having the pandemic epidemic.
 - c. The County receives notification that the employee's community of residence is under quarantine as a result of a pandemic epidemic; and as a result, the employee is unable to come to work.
 - d. The County receives notification that the employee's spouse's workplace or child(ren)'s school is subject to an order of quarantine or is otherwise closed as a result of a pandemic epidemic, and as a result, the employee is unable to come to work; **OR**
 - e. The McDonald County Commission determines, for the health and safety of county employees and the general public, a need to reduce staffing.
4. Pandemic sick leave days will be treated the same as a non-PSL sick day for purposes of pay and leave accrual.
5. **Return to work after illness:** Before returning to work, an employee must provide a release from the treating physician stating that the employee is not contagious and is otherwise medically able to safely return to work. If the employee fails to provide such a statement upon return, the employees immediate supervisor must (1) notify the employee that he/she will not be allowed to work without the return-to-work authorization and (2) inform the employee that he/she must leave the worksite immediately.
6. During a declared pandemic epidemic, the maximum number of accrued sick leave hours is no longer in place and employees will be allowed to accrue sick leave hours above the maximum hours set forth in Section 7.8 of the Employee Handbook. At such time the pandemic is no longer in effect, the sick leave policy will revert back to "normal" procedures as outlined in the Employee Handbook.

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval.

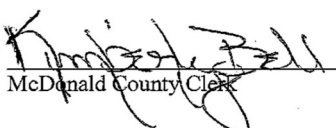
APPROVED THIS 23RD DAY OF MARCH 2020.


John Bunch
Eastern Commissioner


Bill Lant
Presiding Commissioner


David Holloway
Western Commissioner

ATTEST:


McDonald County Clerk

