



Clinton County

COVID Related Sick Leave

POLICY STATEMENT

It is the purpose of this policy to provide employees and county officials with guidelines to staff being off for COVID Related issues after January 11, 2021.

SCOPE

This policy applies to all Clinton County staff. This policy does not apply to Elected Officials.

GOALS

The goals of this policy are to provide direction to staff, department heads, and elected officials to stay home when dealing with COVID related illnesses after the expiration of 6201-18 Sec. 5101 Division C Emergency Family and Medical Leave Expansion Act and Division E-Emergency Paid Sick Leave Act (expired on 12/31/2020, but the Board of Supervisors extended it until January 11, 2021).

ABSENCES ELIGIBLE FOR COVID LEAVE

For employees quarantined or sick with COVID

The employees who have been required or advised to quarantine by a medical provider or a county, state, or federal agency, or who have been advised by a medical provider they have confirmed or presumptively confirmed COVID-19. Employees must complete a Request for COVID Related FMLA Sick Leave form and provide it to Human Resources. The employee may choose from any of their leave banks to receive pay including their sick leave banks. This will be covered under FMLA and is dependent upon FMLA leave balance. Absences longer than two weeks must complete the FMLA certification form stating additional leave is necessary. Additional leave will be dependent upon FMLA leave balance.

**Employee absence from work on an approved COVID related sick leave will not count against their wellness days.

Employees must follow CDC or Iowa Department of Public Health guidelines for returning to work after the illness.

For employees caring for an individual quarantined or sick with covid-19

Staff will complete FMLA certification form for approval to provide care for an individual who is sick. Contact HR for FMLA forms.

Approved leave terms

This leave is to isolate at home or to take care of those isolating at home. If the COVID related leave is approved, employees are not to be working secondary jobs outside of their home or partaking in activities away from their home outside of essential daily living tasks. If an employee is found not to be isolating for any reason beside receiving care or conducting essential living tasks (getting food, medicine, and healthcare) they can be disciplined up to and including termination.

CONTACT INFORMATION

In all cases of absence, employees must provide current contact information (including phone number and email address) to their supervisor.

NOTIFYING EMPLOYER

The employee shall provide the employer with as much notice as practicable.

RETURN TO WORK

Please work with HR on your return to work date. Return to work date will be determined by Current CDC/IDPH recommendations for COVID or by your physician.

REQUESTING A Leave

To request a leave, the employee will complete a form found on the Clinton County website under HOW DO I? > Clinton County Policies then email it to daldridge@clintoncounty-ia.gov or fax to 563-242-3154. If you cannot email or fax use the drop box outside and address the envelope to HR. **Do NOT deliver or mail if you are sick with COVID.

Note:

This policy will go into effect on January 11th, 2021 and will expire on July 1, 2021.