

**Town of Longboat Key
Administrative Directive**

NO.: 8

ORIGINALLY ISSUED: March 13, 2020

EFFECTIVE DATE: March 13, 2020

UPDATED: August 10, 2020

SUBJECT

Attendance and Leave Policy Under Pandemic Conditions

PURPOSE

A pandemic is a world-wide spread of a new disease. An influenza pandemic occurs when a new influenza virus emerges and spreads, as most people do not have immunity.

When pandemic conditions may be present, sick employees who report to work with contagious symptoms and/or a contagious condition have the potential to spread sickness which could significantly impact Town operations.

POLICY

Employees should initiate practices that will reduce the risk of contracting a contagious condition or passing on a contagious condition by observing healthy practices such as: receiving flu vaccinations, covering their noses or mouths when coughing or sneezing, covering their noses and mouths with face coverings, washing or sanitizing their hands often, sanitizing work surfaces and other health practices that are designed to reduce infection and the spread of disease. Employees should also refrain from reporting to work with contagious symptoms and/or a contagious condition, to avoid the spread of a condition or disease.

1. Symptomatic Employee Absences

If an employee is exhibiting contagious symptoms the employee will utilize their own accrued time off, as applicable, according to the PRRs to cover their absence from work unless other federal, state, local or Town acts or policies are enacted that would apply. Those policies would be attached via an addendum to this Administrative Directive as applicable:

a. Section 17 (Medical Leave)

- i. Employees who exhaust accrued paid medical leave and all other accrued types of leave (vacation, comp time, at-will hours, personal leave, etc...) may use up to the additional hours of paid medical leave as outlined below and go into arrears. The employee must sign an approval form. This time would be recouped by the Town upon return to work at the following rates each pay period until the amount in arrears has been recovered:

Employee Type	Maximum Hours Allowed in Arrears	Number of Hours Recouped per Pay Period
General	40 hours	3.69 hours
Police	42 hours	3.877 hours
Fire	56 hours	5.169 hours

Should an employee's service with the Town terminate before the amount in arrears has been recovered, the remaining balance will be deducted from the employee's final paycheck.

- ii. Employees who exhaust accrued paid medical leave and all other accrued types of leave (vacation, comp time, at-will hours, personal leave, etc...) but who not want to go into arrears may request General Leave Without Pay (Section 21)
- b. Section 14 (Hours of Work and Overtime), specifically Section 14.09 regarding Compensatory Time
- c. Section 16 (Vacation)
- d. Section 19 (Family Medical Leave Policy), specifically regarding the Family and Medical Leave Act (FMLA) unpaid leave for serious health conditions for self and/or eligible family members
- e. Section 21 (General Leave Without Pay) The Town Manager (along with the department Director) will weigh each case on its own merits. Any leave beyond 30 calendar days with or without pay must be approved by the Town Manager.
- f. Section 30 (Miscellaneous), specifically Section 30.12A regarding At-will Hours

The Town requires employees with contagious symptoms and/or a contagious condition not to report to work and/or will send employees with contagious symptoms and/or a contagious condition home. If an employee is sent home, the same options will apply as listed in "a" through "f" above.

Contagious Symptoms and/or Condition

For purposes of this Section, contagious symptoms and/or a contagious condition exist when the employee exhibits symptoms or:

- a. An employee exhibits symptoms related to the specific pandemic (eg, fever, vomiting, diarrhea, cough, sore throat, runny or stuffy nose, muscle aches) or other symptoms, described by a public health organization as indicative of other contagions, such as Coronavirus; and/or
- b. An employee is diagnosed with an infectious/contagious condition (eg, influenza, strep throat, tuberculosis, bacterial meningitis, mononucleosis, mumps, measles, rubella, chicken pox, etc.).

2. Absence Due to Mandatory Quarantine and/or Isolation

- a. Quarantine is a period of time used to separate and restrict the movements of well persons who may have been exposed to the recognized pandemic for observation to determine if they begin exhibiting symptoms of being ill. A fitness for duty may be required prior to returning to work.
 - i. Employees who are eligible to work from their quarantine location may be permitted to do so on a case-by-case basis, if approved by the Town Manager, department Director, and Human Resources, in accordance with Administrative Directive #7, Remote Work Policies and Procedures.
 - ii. If unable to work from the quarantined location (eg, home, cruise ship, other area as assigned by department of health, CDC, or other government agency), the employee will utilize their own accrued time off to cover the absence, unless exposure is directly related to their employment with the Town.

- b. Isolation is defined as someone who is separated from the general population due to being diagnosed with the recognized pandemic (eg, home, medical facility). Employees who are isolated upon diagnosis may follow the Town's leave programs according to the PRRs, unless exposure is directly related to their employment with the Town. A fitness for duty may be required prior to returning to work.

If an employee is quarantined or isolated and is unable to work from home, the same options will apply as listed above in section 1, "a" through "f."

3. Travel

- a. During a recognized pandemic, if an employee and/or family/household member of an employee plans to travel to a geographic area actively identified by a recognized health organization to present a high degree of contagion health risk or an area for which the CDC has issued a Level 2 or 3 travel advisory, the employee must disclose their intentions to travel to their department Director and Human Resources prior to their departure. Upon return, the employee may be subject to quarantine based on current health/travel restrictions published by a public health organization.
- b. If an employee and/or family/household member of an employee has recently traveled to a geographic area actively identified by a recognized health organization to present a high degree of contagion health risk or an area for which the CDC has issued a Level 2 or 3 travel advisory, the employee must contact Human Resources prior to returning to work. The employee may be subject to quarantine based on current health/travel restrictions published by a public health organization.

A fitness for duty may be required prior to the employee being permitted to return to work.

4. Declared Emergency

- a. Remote Work

If the Town Manager declares a state of emergency related to a pandemic, remote work guidelines will go into effect to avoid any unnecessary spread of the contagion. Only department essential functions may be operational to ensure critical services are provided to the citizens.

- b. Emergency Management Activations

If there is an activation of the Emergency Operations Center (EOC) due to a pandemic, all active employees will be required to respond as assigned.

- i. Employees unable to respond when activated due to sickness or illness, or otherwise unavailable due to an approved leave, will be required to utilize their own accrued leave until they are symptom free and meet the requirements of this Administrative Directive (unless other policies are enacted).
- ii. Once an employee is cleared to return to work as outlined in this Administrative Directive, they are to contact their Supervisor/Manager during the activation to notify the Town they are available for an activation assignment, in accordance with PRR Section 14.10, Compensation for Employees During Emergency Operations Period.

5. Outside Employment

- a. For safety of our personnel and their families, the Town Manager may impose a time-frame for those working secondary employment at a healthcare facility (private ambulance/ EMS transport agencies, aeromedical, hospitals, nursing facilities, life guards, other Fire-Rescue agencies regardless if paid or volunteer, doctors office or any type of facility that deals in healthcare which requires direct patient contact) or other outside employment which may be identified, to suspend their secondary employment under pandemic conditions.

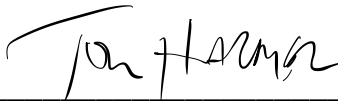
6. Child Care

The Town Manager may authorize the use of sick time during a pandemic event for child care. Requests will be considered on an individual basis after received in writing from the employee through the Human Resources Manager.

RESPONSIBILITY

All employees

Approved:



Thomas A. Harmer
Town Manager

August 10, 2020

Date