

Category: 300
Number: **367**
Subject: COVID-19 Paid Sick Time Off Policy

1. **PURPOSE:** The purpose of this policy is to define additional paid sick time off benefits provided to the employees of Saginaw County during the pandemic outbreak of COVID-19. This policy is in effect through September 30, 2021.
2. **AUTHORITY:** The Saginaw County Board of Commissioners
3. **APPLICATION:** This policy applies to all qualifying Saginaw County regular full-time, regular part-time, part-time, temporary, on-call, seasonal and probationary employees, with the exception of Elected Officials and Emergency Responders (i.e. Sheriff's Department employees.)
4. **RESPONSIBILITY:** The Controller/CAO will have responsibility for implementing and administering this policy.
5. **DEFINITIONS:** None.
6. **POLICY:**
 - 6.1 The County will provide all employees, including new hires, with paid sick time off, separate from any normal PTO leave accruals, for the following reasons:
 - 1 COVID-19 vaccination appointments.
 2. Side effects following a COVID-19 vaccination.
 3. If COVID-19 symptoms are experienced, while in a vaccination protocol (before full vaccination status is achieved) and a medical diagnosis is sought.
 4. A COVID-19 diagnosis or a requirement to quarantine due to a COVID-19 exposure while in a vaccination protocol (before full vaccination status is achieved.)*
 5. In rare cases where someone is diagnosed with COVID-19 after having been fully vaccinated.

* Essential workers at the Health Department are exempt from paid sick time as it relates to quarantine due to a COVID-19 exposure while in a vaccination protocol (before full vaccination status is achieved.)

7. Administrative Procedures:

- 7.1 If the employee meets any of the aforementioned criteria, which will be determined after submitting a form requesting Paid Sick Time to the Controller's Office, Paid Sick Time will be approved and PTO will not be deducted from the employee's accrued leave banks. (Employees will be required to provide proof of vaccination status.) For full-time employees up to eighty (80) hours of paid leave will be granted. Part-time on-call, seasonal and temporary employees will receive paid leave for the number of hours that employee was scheduled to work during the requested leave period. Employees who are unable to be vaccinated against COVID-19 due to a medical condition should contact the Controller's Office regarding leave status if they are symptomatic, are required to quarantine, or are diagnosed with COVID-19, as they may be eligible for leave provided proper documentation of their inability to receive the vaccination is provided.
- 7.2 If the employee does not meet the criteria for Paid Sick Leave, the county will grant paid leave from the employee's accrued paid leave banks in accordance with the employee's corresponding collective bargaining agreement or personnel policy, if non-union.
- 7.3 Employees requesting Paid Sick Leave shall complete the Paid Sick Leave Request Form, as soon as possible, following occurrence of the potentially qualifying reason for leave. All Paid Sick Time is subject to approval by the Controller's Office.
- 7.4 Approved Paid Sick Time shall be reported on employee time sheets as "COVID-19 SL."
- 7.5 This policy shall take effect April 1, 2021 and expire September 30, 2021.
- 7.6 When working from home, employees may take Paid Sick Time intermittently and in any increment agreed to with their manager. For those not teleworking and currently working onsite, intermittent leave would not be available except as relating to a vaccination appointment or side effects follow a vaccination, as all other reasons for Paid Sick Time off could potentially expose an employee or others in the workplace to the virus. Employees must either use the full amount of Paid Sick Time or use it in full-day increments until the reason for leave is over and it is safe for the employee to return to work.
- 7.7 The employee may use Paid Sick Time under this policy before using any other accrued paid time off for the qualifying reasons stated above. Time previous taken under the County's Covid-19 Emergency Paid Sick Leave Act Policy (Policy #365) will count against the two week entitlement contained within this policy.
- 7.8 No employee who appropriately utilizes emergency Paid Sick Time under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content
Saginaw County Civil Counsel

ADOPTED: April 20, 2021