



## **Policy Title: Temporary Flexible Leave Balances Exceptions**

Revisions effective 1/2/22

**Purpose:** To provide a temporary exception to leave rules in response to the COVID-19 outbreak.

**Scope:** Applies to all City Regular, Limited Duration, and Recreation Activity Employees.

**Policy Statement:** In an effort to limit economic hardship to employees, the City of Eugene has implemented temporary workplace changes to respond to the COVID-19 outbreak. Employees should work with their supervisor to explore alternative schedules or other work options that may support the employee and minimize their need for COVID-related leave.

Leave eligibility rules and restrictions will be waived and employees will be allowed to use all available leave balances for the qualifying COVID leave reasons outlined in this policy. Restrictions will still apply for Sick Leave Reserve, Shift Holiday Reserve, and/or Vacation Allowance banks as outlined in the Policy Procedure section below.

This policy will be in effect from 9/12/21 through 7/1/22, at which time it will sunset. The policy will be re-evaluated as necessary and may be terminated at any time. At least seven days' notice of early termination of this policy shall be provided; termination of the policy shall not be grievable or bargainable.

**Policy Procedure:** Employees wishing to take advantage of the flexible leave provisions of this policy must notify their supervisor in writing of the need for qualifying COVID leave. In situations where a written request is not immediately feasible, a verbal request by the employee or their representative may be considered until a written request can be submitted. The employee and their supervisor will explore alternative work options that may minimize or eliminate the need for leave.

If leave is still required, employees will be permitted to use any of their accrued leave banks for the following COVID-related reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

4. The employee is obtaining, or experiencing an adverse reaction to, the COVID-19 vaccine.
5. The employee is caring for an eligible family member who is subject to either number 1, 2, 3 or 4 above.
6. The employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is

(A) under 18 years of age; or

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Employees who have leave banks that were established to accommodate returned Wildfire Leave Donations will be required to use all leave from their Sick Leave Reserve, Shift Holiday Reserve, and/or Vacation Allowance banks prior to accessing leave from their regular leave banks.

When requesting the absence on their timesheets, employees should select the appropriate leave “Reason” that corresponds to their need for leave.

Eligibility restrictions and rules related to leave, such as minimum length of employment, will not be applied for COVID-related leave outlined in this policy. Supervisors or Timekeepers will need to notify the Employee Resource Center (ERC) to allow leave to be coded from otherwise restricted leave banks.

Employees are responsible for tracking their leave balances in PeopleSoft. Employees and supervisors will also be notified electronically when they are 80 hours away from exhausting cumulative leave banks. At that time, supervisors will connect with employees to explore remote work, alternative schedules, and reduced hours.

Employees may qualify for protected leave status under Federal or State law for certain reasons outlined in this policy and are encouraged to contact the Employee Resource Center at [COEBenefitsLeaveTeam@eugene-or.gov](mailto:COEBenefitsLeaveTeam@eugene-or.gov) for information. Information on the Family and Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA), and Oregon Sick Time (OST) is also available on the Employee Benefits website at [www.eugene-or.gov/EmployeeBenefits](http://www.eugene-or.gov/EmployeeBenefits). The City may monitor for appropriateness any usage of non-protected leave under this policy.