

## City Council – Action Request Form

**Date:** April 20, 2020

**To:** Mayor, Mayor Pro Tempore, and Members of the City Council

**From:** Ben Rowe, Assistant City Manager

**Council Action Requested:**

Resolution Ratifying and Authorizing City Paid Leave in Response to the COVID-19 Pandemic

**Strategic Focus Area:** Service Excellence

**Strategic Objective:** No

**Strategic Plan Action Item:** No

**Key Work Item:** No



**Summary of Information:**

On March 15, in response to declarations of national, state, and local emergencies arising from COVID-19, City management implemented temporary employee leave policies that provided 15 workdays for all occurrences related to the pandemic, including sickness, preventative measures, and school/daycare closings.

On March 18, President Trump signed into law the Families First Coronavirus Response Act, which requires certain employers, including government employers, to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. The law went into effect on Wednesday, April 1, 2020 and will run through December 31, 2020. Under the federal law, eligible employees will receive two weeks (10 days) of emergency paid sick leave. For those employees who are impacted by school and daycare closings, they will be eligible for 12 weeks of expanded family and medical leave paid by the City.

**Committee Action:**

**Committee**

**Action**

**For**

**Against**

**Remarks:**

In addition to the leave provided under the new federal law, the City has provided 15 workdays (i.e., three workweeks) of additional paid leave called “City Paid Leave.” This leave will allow employees to find relief not provided under the new federal law. Employees can use this leave to supplement their federal leave, cover non-work hours while teleworking, and provide paid leave for those who have been directed to stay home but are not able to work from home. This leave also went into effect on April 1. The original 15 days of temporary employee leave provided on March 15 expired at that time.

With Governor Cooper’s stay-at-home order running through April 29 and public schools remaining closed until May 15, City management is requesting an extension of City Paid Leave for an additional 15 workdays. The current allotment of 15 days, which went into effect on April 1, will provide coverage through at least April 21. The extension of 15 additional days of City Paid Leave will provide coverage through at least May 12. Once employees have exhausted these leave balances, they will be required to use their accrued sick, vacation, or holiday leave, unless additional extensions are granted. In some cases, employees can request the use of shared sick leave.

City management will continue to monitor employees’ use of their paid leave and provide guidance for extending the use of their existing leave balances as much as possible. City management is looking at ways to provide eLearning opportunities or to assign work to employees who currently cannot carry out their job responsibilities at home.

The attached resolution ratifies the initial provision of 15 workdays of temporary employee leave on March 15 and the subsequent allotment of 15 workdays of City Paid Leave on April 1. In addition, the resolution authorizes an extension of City Paid Leave for an additional 15 workdays, or three workweeks, to be used for the purposes described above.