

**Proposed COVID Leave Bank**

**Section 1 – COVID Bonus Bank Introduction**

The County proposes to establish an ad-hoc, COVID-19 Leave Bank, to be provided in one lump sum, for work previously performed by employees in the Probation Unit who were in classification/assignments designated as emergency responders and not eligible for E-FMLA and only eligible for E-PSL reasons 2 and 3; provided, however, that the COVID-19 Leave is reimbursable under the American Rescue Plan Act and there is sufficient available funds authorized by the Board Countywide.

**Section 2 – Leave Bank**

The leave bank shall be provided based on the following:

- Eligible employees who meet the criteria of Section 1 who were in the assignment/classification between March 28, 2020 and March 26, 2021 shall receive a COVID Leave Bank on the basis of 1.54 hours per pay period that the employee was in paid status in the eligible assignment/classification; provided, however, that employee was in the assignment/classification for a minimum of six (6) completed pay periods in paid status.
- The maximum total bank shall be up to forty (40) hours and no less than approximately nine (9) hours.

**Limitations and Exclusions**

- Effective pay period 18 of 2021, eligible employees shall be credited their applicable COVID-19 Leave Bank for the employee's use.
- An employee who was in a non-bargaining Unit position between March 28, 2020 and March 26, 2021 who entered a bargaining Unit position prior to pay period 18 of 2021, and was previously in an assignment/classification that met the criteria of Section 1 and 2, shall be eligible for a COVID Leave Bank prorated on the number of hours the employee was in such eligible classification/assignment. Such proration shall be as provided in Section 2 above. But in no case where an employee was in two bargaining units or more between March 28, 2020 and March 26, 2021 shall the employee receive more than 40 hours of COVID Leave.
- Such leave shall be administered and used in the same manner as Vacation Leave.
- Such leave shall be forfeited if not used by pay period 18 of 2023, nor shall there be any conversion to cash; however, utilization of such leave shall count toward the eighty (80) hour requirement for Vacation Leave cash-out eligibility (e.g., an employee who in 2022 used 40 hours of Vacation Leave and 40 hours of Covid Bonus Leave would be eligible to predesignate to cash out up to 60 hours of Vacation Leave in December 2022).
- Since there is no cash value to the leave, employees are expected/encouraged to use this leave first
- An eligible employee who is not in paid status in the pay period for which the leave is credited shall, upon return to paid status, be eligible to receive his/her applicable leave bonus provided that the employee returns prior to the expiration of the leave bank.
- An employee who has separated from County employment for any reason shall not be eligible to receive the Leave Bank.

Date Agreed: 7/15/21 \_\_\_\_\_

County

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