

COVID-19 PAID SICK LEAVE POLICY

Effective January 1, 2021 through December 31, 2021

I. PURPOSE

The City of Racine recognizes that, by enabling employees to take paid leave from work when they are undergoing a COVID-19 related quarantine or isolation or are otherwise symptomatic, the City can reduce the risk of COVID-19 transmission in the workplace. The Families First Coronavirus Response Act (“FFCRA”), a Federal law, expired on December 31, 2020, as did the City’s Families First Coronavirus Response Act Policy. The City of Racine is replacing its Families First Coronavirus Response Act Policy with the following COVID-19 Paid Sick Leave Policy, which shall take effect on January 1, 2021 and expire on December 31, 2021.

II. APPLICABILITY

This Policy applies to all regular full-time and regular part-time general municipal employees who are eligible for paid sick leave per Section 2.01 of the City of Racine Employee Handbook (“Employee Handbook”). This Policy does not apply to employees of the Racine Public Library, the Racine Water Utility, or the Racine Wastewater Utility, nor does this Policy apply to represented members of the City’s Police or Fire Departments.

To the extent this Policy conflicts with the Employee Handbook or other existing policies, this Policy shall be controlling for the duration of 2021, unless this Policy is updated or terminated as changing circumstances warrant. Nothing in this Policy shall be considered precedent-setting.

III. POLICY

The COVID-19 Paid Sick Leave Policy shall credit all of the City’s regular full-time general municipal employees their entire 12 days (96 hours) of 2021 paid sick leave on January 1, 2021. All of the City’s regular part-time employees will be credited their entire 2021 paid sick leave, as calculated on a pro-rated basis, on January 1, 2021. This Policy is intended to create a one-time exception in 2021 to the sick leave accrual language in Section 5.05.A. of the Employee Handbook, which states that employees’ “[s]ick leave accumulates at the rate of one day per full calendar month of employment.” Employees can use this bank of 2021 paid sick leave at any time throughout the year in the event that they must quarantine or isolate for COVID-19 related reasons.

Unless employees are informed otherwise by their supervisors, employees who use sick leave for a COVID-19 related reason shall be required to follow their department’s standard sick leave call-in procedures and notice requirements on each and every day that they are absent from work, in accordance with Employee Handbook Section 5.05.B. and other policies and procedures. A failure to do so may be counted as a no-call/no-show absence.

Employees are prohibited from using COVID-19 related sick leave on an intermittent basis. Employees who take sick leave for COVID-19 related reasons will not be permitted to return to work until they have been cleared to do so by their supervisor or the Human Resources Department, in accordance with current COVID-19 return to work guidelines. Employees are

responsible for contacting their supervisor or the Human Resources Department to confirm their return to work date prior to returning to work. If employees or supervisors have any questions about calculating return to work dates, they may contact Christina Paul in Human Resources for assistance at (262) 636-9175 or Christina.Paul@cityofracine.org.

The City reserves the right to request documentation, such as COVID-19 test results, local health department orders, medical certifications, or other information if an employee's supervisor or the Human Resources Department finds documentation necessary to verify that an employee's absence is COVID-19 related and/or to determine when an employee can safely return to the workplace. If requested documentation is not forthcoming in a timely manner, any pay granted for such COVID-19 related sick leave may either be withheld or deducted from the employee's next paycheck, additionally, an employee may be subject to disciplinary action, up to and including termination.

Employees are not required to use paid sick leave if they request and receive their supervisor's permission to work remotely from home while they are under a COVID-19 related quarantine or isolation but are otherwise capable of completing meaningful work remotely from home. Employees who are permitted to work from home during a COVID-19 related quarantine or isolation may be required to provide the City with documentation, such as COVID-19 test results, local health department orders, medical certifications, or other information if an employee's supervisor or the Human Resources Department finds documentation necessary to verify that an employee's need to work from home is COVID-19 related and/or to determine when an employee can safely return to the workplace. If requested documentation is not forthcoming in a timely manner, an employee may be subject to disciplinary action, up to and including termination. Supervisors must take care to ensure that their decisions to permit employees to work remotely from home are made in a non-discriminatory manner.

Consistent with the City's existing policies on the use of sick leave, as found in Employee Handbook Section 5.05.A., employees may still use some or all of this paid sick leave "for personal or immediate family illness, or for a qualified Family Medical Leave event." Employees who use this paid sick leave for reasons unrelated to COVID-19 shall be subject to their department's standard sick leave call-in procedures and notice requirements as well as medical certification requirements, as set forth in Employee Handbook Section 5.05.B.–C. and other policies and procedures.

Employees may be eligible for certain legal protections under the state or federal Family and Medical Leave Acts ("FMLA") if they or a qualifying family member have a COVID-19 diagnosis and all other FMLA requirements are met. FMLA eligible employees who need to be absent from work for any FMLA qualifying event (whether COVID-19 related or otherwise) must submit the necessary FMLA paperwork to the Human Resources Department.

Employees have the option to bank any unused sick leave for use in future years of City employment. The City will make a one-time exception in 2021 to the total cumulative maximum of 150 days (1200 hours) that general municipal employees are permitted to bank in their sick leave account, per Employee Handbook Section 5.05.A., in order to accommodate the additional

12 days (96 hours) that the City will provide to regular full-time employees on January 1, 2021. However, once an employee's sick leave account returns to or goes below 150 days (1200 hours), the 150-day maximum accrual limit shall once again apply to him/her.

Any employee who retires from City service in 2021 on pension, total disability, or due to death will have their unused days of 2021 sick leave pro-rated at a rate of one day of sick leave per month of 2021 service, for purposes of receiving their sick leave payout. Consistent with the Employee Handbook, employees who separate from City employment for reasons other than retirement on pension, total disability, or death do not receive a payout for any of their unused sick leave.

For purposes of calculating the number of casual days an employee is eligible for as of January 1, 2021, only one day (8 hours) of the 2021 allotment of sick time will be counted towards a regular full-time general municipal employee's accumulated sick leave account.

As a one-time exception to Employee Handbook Section 5.05.D., in 2021, the City will grant eligible new hires the entirety of their pro-rated 2021 sick leave on their first day of work in 2021, as calculated based on their hire date at a rate of one day of sick leave per full month remaining in 2021. Eligible employees who were hired in the last six months of 2020 shall be exempted from the six-month sick leave usage waiting period found in Employee Handbook Section 5.05.D., and, on January 1, 2021, receive and have the ability to use all sick leave accumulated in 2020, in addition to all of their 2021 sick leave.

IV. ENFORCEMENT

Supervisors must take care to apply all City policies in a non-discriminatory manner.

Paid sick leave days taken for legitimate reasons in accordance with this Policy shall be regarded as excused sick leave absences under any existing sick leave abuse policies.

Employees who abuse paid sick leave and/or provide the City with falsified, fraudulent, inaccurate, or untruthful documentation, statements (oral or written), or other information in order to use, or attempt to use, paid sick leave for Covid-19 related reasons or for any other reason shall be subject to disciplinary action, up to and including termination.