HUMAN RESOURCES DEPARTMENT
CITY OF BURLINGTON

200 Church Street, Suite 102, Burlington, VT 05401
Phone: (802) 865-7145
Fax (802) 864-1777
Vermont Relay: 7-1-1 or 800-253-0191

EMERGENCY WORK & LEAVE POLICY

This policy can be enacted by the Mayor during a state of emergency such as a natural disaster or a pandemic. The Mayor will notify employees when this policy is lifted. These benefits are not accrued, and once the emergency is ended or this policy is lifted, no remaining or unused benefits are carried over in any way. This Policy was enacted on March 23rd and updated on April 13th due to the COVID-19 Crisis

Emergency Remote Work:

During the enactment period determined by the Mayor, employees who can work from home will be directed to complete their duties at home. Employees may be assigned different duties from their regular duties or asked to come in and perform their duties only periodically.

Department Heads, in consultation with the Innovation and Technology "IT" department, will determine what will be provided to employees such as VPN access, laptop, supplies etc. This is intended to be a temporary work assignment, and once the state of emergency policy has been lifted employees will return to their usual assignments.

Moving to an Emergency Remote Work status does not constitute a City closure and employees are not eligible for additional compensation for work during their regularly scheduled hours/duties. Employees are expected to be available to work or answer questions during their regular work hours even if their regular job duties cannot be performed. Employees who cannot be available to work during their regular work hours must notify their supervisor or department head and will be put on paid leave status (see below).

Emergency Paid Leave:

During the enactment period determined by the Mayor, an employee who cannot work (or be available to work) either onsite or remotely, the City will provide up to 25 days of Emergency Paid Leave under the following circumstances:

- School or Daycare Closure (with no alternative childcare arrangements available) Employee is unable to work or telework because of the need to care for the employee's son or daughter under 18 years of age if, because of the COVID-19 emergency:
    - the child's school or place of care is closed
    - the child's regular paid childcare provider is unavailable
- Primary Caregiver Responsibilities (example: employee must provide elder care or other dependent care with no alternative arrangement available)
- The employee is experiencing symptoms of or is diagnosed with COVID19
- Additional Special Emergency Situation - Subject to Department Head & HR Approval (excluding situations which may fall within normal COB Benefits)
- Is subject to a federal, state, or local quarantine or isolation order related to COVIID-19
- Has been advised by a health care provider to self-quarantine because of concerns related to COVID-19
- Is caring for an individual who would fall under either of the above two categories
- Has been sent home by the City for failing a temperature screening and is not yet cleared to return to work,

For employees who work an alternate schedule the time will be adjusted to equal 25 regularly scheduled days".

Approved by Council 3/23/20; for amendment by council 4/13/20

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Leave Requirements:
An employee eligible under this section must notify the Human Resources Department of the need for leave as required under the City's Family Medical Leave Act policy. FMLA notification letters will be sent by HR Managers at the time of initial requests.

Paid Leave:
Once the leave is designated as FMLA or EFMLA leave, the employee is entitled to receive full pay for up to the first twenty-five (25) days under the above Emergency Leave policy. If the leave is related to Child Care/School Closures; once those 25 days are exhausted and if the public health emergency is still continuing, the eligible employee is entitled to additional paid leave at two-thirds (2/3) of the employee's regular rate, up to a maximum of $200 per day and a total of $12,000, for the remainder of the twelve (12) weeks of EFLMA leave. The 12 week time frame is inclusive of all paid and unpaid leave and subject to all other provisions of the City's FMLA policy.

After April 13th Quarantine Paid Leave and Emergency Paid Leave will be combined into one Emergency paid leave allocation of 25 days total.

These temporary emergency benefits will not impact normal leave time or other benefits provided. These benefits are intended to assist our employees and their families in this unusual time of need and, at this point, preserve other time off benefits for normal use. We will continue to monitor the situation and make adjustments as needed and as conditions change. It is possible that similar state or federal programs may become available at which time we will reevaluate our needs.

Eligible employees:
All regular full time, regular part time, limited service, seasonal and temporary employees who were previously scheduled to work but could not work or telework, due to the reasons outlined in this temporary policy.

Request approval process:
To request approval of the Emergency Paid Leave, please complete the Emergency Leave Request Form and contact your Manager and Department Head. You will be required to provide the reason for the leave request along with the start and end dates. Department Heads will be required to evaluate your request and submit the request to HR and payroll.