

**BOARD OF LUCAS COUNTY COMMISSIONERS**  
**TEMPORARY 2022 COVID-19 EMERGENCY PAID SICK LEAVE**  
**POLICY**

**I. PURPOSE**

The purpose of this policy is to temporarily provide emergency paid sick leave for permitted reasons associated with COVID-19.

**II. POLICY**

Under this policy, eligible employees under the appointing authority of the Board of Lucas County Commissioners are entitled to emergency paid sick leave for qualifying reasons due to a quarantine or isolation order, employees' COVID-19 related condition, or to care for a covered individual with COVID-19 related condition.

The emergency paid sick leave provided under this policy does not reduce nor otherwise diminish other paid leaves for which employees of the Board of Lucas County Commissioners may be entitled under Federal or State laws or existing leave policies of the Board of Lucas County Commissioners (i.e., it is not subtracted from an employee's accrued leave balances).

**III. DURATION**

This policy is temporary and in effect from January 1, 2022 through December 31, 2022 unless the Board of Lucas County Commissioners rescinds this leave policy before that date or this leave policy is superseded by federal or state law. Emergency paid sick leave provided under this policy may not be otherwise carried-over past December 31, 2022. Any unused emergency paid sick leave will not be carried over or cashed out under any circumstances.

**IV. ELIGIBILITY**

All full-time and part-time employees who have been employed by the Board of Lucas County Commissioners for at least one (1) work day are eligible for leave. Prior use of similar leave provided in 2021 under the Board's "Temporary 2021

COVID-19 Emergency Paid Sick Leave Policy” will not be considered in determining eligibility for this temporary emergency paid sick leave in 2022 or counted against the 2022 use of up to eighty (80) hours.

## **V. REASONS FOR LEAVE**

1. An eligible employee may take emergency paid sick leave if the employee is unable to work or telework for any one of the following qualifying reasons:

a. The employee is subject to a Federal, State or local quarantine order related to COVID-19;

b. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 because of a coronavirus diagnosis;

c. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis (including a COVID test);

d. The employee is caring for a spouse, their child or their parent who is subject to an order described in (a) above or self-quarantined as described in (b) above. A child shall include a step-child as well as documented cases of foster care, “in loco parentis” and legal guardianship.

e. The employee is using the leave for the specific purpose of obtaining their COVID vaccination(s). The use of leave for this purpose is limited to no more than two (2) hours per vaccination appointment needed and no more than eight (8) hours within a twenty-four (24) hour period following the appointment if needed due to the employee experiencing side effects from the vaccination.

2. Workplace closures, furloughs, and reductions in work schedules, including a public stay-at-home order to cease business do not qualify as a reason for paid leave under the policy, even if such circumstances are related to COVID-19.

## **VI. LENGTH OF LEAVE**

1. Full-time employees are entitled to up to eighty (80) hours of paid leave over a two (2) week period.

2. Part-time employees who work a normal schedule are entitled to up to the equivalent of the hours they normally work in a two-week period.
3. Part-time employees whose work schedule varies are entitled to the equivalent of up to the average number of hours the employee was scheduled to work per day over the 6-month period prior to commencement of the leave.
4. Employees are entitled to a combined total of two (2) weeks (up to 80 hours) of emergency paid sick leave under this policy for any of the qualifying reasons for the leave.
5. Employees who have exhausted their two (2) weeks (up to 80 hours) leave under this policy for reasons (a) – (e) as set forth in Section V above and are unable to return to work due to that reason may apply and, if eligible, qualify for leave under the Board of Lucas County Commissioners' regular Family and Medical Leave Act Policy.

## **VII. COMPUTATION OF PAY**

1. For leave reasons (a), (b), or (c) or (e) regarding the employee's own condition as set forth in Section V above, employees are entitled to 100% of their regular rate of pay during that approved leave.
2. For leave reason (d) regarding care for a covered individual as set forth in Section V above, employees are entitled to 2/3 of their regular rate of pay during that approved leave.
3. Eligible employees may elect, with the permission of the Board of Lucas County Commissioners, to supplement the 2/3 pay under this policy for leave reason (d) as set forth in Section V above with their own accrued vacation, personal, sick, or compensatory leave to avoid the 1/3 loss of income.

## **VIII. EMPLOYEE NOTIFICATION**

When an employee is unable to report to work due to a COVID-19 related reason under this policy, the employee shall notify her/his immediate supervisor in accordance with the (Board of Lucas County Commissioners Sick Leave Policy, applicable collective bargaining agreement articles, work rules and if applicable regular Family and Medical Leave Policy for continued absence.

## **IX. INTERMITTENT LEAVE**

1. If the Board of Lucas County Commissioners directs or allows an employee to telework, subject to an agreement between the Board of Lucas County Commissioners and the employee, the employee may take intermittent leave or reduced schedule leave, in any mutually agreed increment of time, while the employee is teleworking.
2. If the employee is able and reports to work at the Board of Lucas County Commissioners departmental worksite, the employee, with the agreement of the Board of Lucas County Commissioners, may take intermittent leave or reduced work schedule leave solely to care for the employee's son or daughter under the age of 18 if the school or place of care has closed or the childcare provider is unavailable due to COVID-19 related reasons.
3. Employees who are able and report to work at a Board of Lucas County Commissioners departmental worksite are prohibited from taking intermittent leave or reduced work schedule leave if the leave is taken because of reasons (a) through (c) as set forth in Section V above.
4. Requests for intermittent leave or reduced work schedule leave must be submitted in writing to the employee's immediate supervisor as soon as practicable. The employee's request for intermittent leave or reduced work schedule leave as well as the increments of time in which such leave may be taken is at the discretion of management, but shall not be denied for capricious reasons.

## **X. DOCUMENTATION OF NEED FOR LEAVE**

1. An employee must provide the Board of Lucas County Commissioners with written documentation in support of emergency paid sick leave under this Policy. Such documentation includes (where applicable):
  - a. The date(s) for which the leave is requested;
  - b. The COVID-19 qualifying reason for leave, including documentation of a COVID positive test result;
  - c. A statement representing the employee is unable to work or telework because of COVID-19 qualifying reason;

- d. The name & relationship of any individual for who the employee is needed to provide care to due to COVID-specific reasons;
- e. The health care provider who advised the employee that s/he, or the individual for whom the employee is needed to care for, should self-quarantine;
- f. For COVID vaccinations, documentation of the date & time of the appointment and that the vaccination was received (i.e., the CDC Vaccination Card).

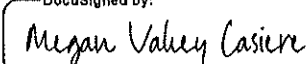
2. For leave taken under the Board of Lucas County Commissioners' regular FMLA policy for an employee's own serious health condition related to COVID-19 reasons, or to care for the employee's spouse, son, daughter, or parent with a serious health condition related to COVID-19, the regular FMLA certification requirements apply.

## **XI. RETALIATION**

An employee will not be disciplined, discharged, or retaliated against for taking leave under this policy.

## **XII. FALSIFICATION OF LEAVE REQUEST**

Falsification of a need for this COVID-19 emergency paid sick leave, and/or falsification of documents provided to support the request for leave, may be grounds for disciplinary action.

DocuSigned by:  
  
430148DE9028481...

January 4, 2022

---

Megan Vahey Casiere  
County Administrator

**Date:** January 4, 2022

**Resolution No. 22-24**

**Title:** Approval of Temporary 2022 COVID Emergency Paid Sick Leave Policy for Employees under the Appointing Authority of the Board of Lucas County Commissioners

**Department/Agency:** Human Resources

**Contact:** Brian Cunningham

**Summary/Background:** In 2021, the Board provided by policy a temporary emergency sick leave program for specific COVID-related qualifying reasons. Due to the current conditions and ongoing spread of COVID we recommend the temporary extension of this policy effective retroactive to January 1, 2022 and continuing through December 31, 2022 unless rescinded earlier by the Board or superseded by future acts of Congress or the Ohio General Assembly.

**Budget Impact:** Employees are budgeted for the year at full pay & this leave would not therefore create any direct additional cost.

**Statutory Authority/ORC:** N/A

**Commissioner Skeldon Wozniak offered the following resolution:**

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. The "Temporary 2022 COVID Emergency Paid Sick Leave Policy" policy is hereby approved as described above and reflected in the attached policy.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

**Action Taken:**

Commissioner Skeldon Wozniak voted yes  
Commissioner Gerken voted yes  
Commissioner Byers voted yes

  
\_\_\_\_\_  
Jody L. Balogh, Clerk