

**VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION**

- _____ Resolution or Ordinance (Blue)
- _____ Recommendations of Boards, Commissions & Committees (Green)
- X Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM : Kathleen Dunne, Director of Human Resources

DATE : December 28, 2020 (B of T) Date: January 7, 2021

TITLE : Memorandum of Revisions to the Human Resources Manual effective January 2021

BACKGROUND/POLICY IMPLICATIONS:

Revisions were made to reflect temporary COVID-19 related emergency paid sick leave for non-union employees. This section will sunset after June 30, 2021.

FISCAL IMPACT/FUNDING SOURCE:

Village Attorney _____	Date _____
Finance Director _____	Date _____
Village Manager _____	Date _____

Z. COVID-19 RELATED EMERGENCY PAID SICK LEAVE

1. Findings
 - a) The paid leave benefits under the Families First Coronavirus Response Act (“FFCRA”) are set to expire after December 31, 2020.
 - b) The Village will no longer have a legal obligation after December 31, 2020 to provide FFCRA benefits to employees.
 - c) The Village desires to temporarily afford certain employees limited paid administrative leave that is similar to the amount they would have enjoyed under the soon-to-expire Emergency Paid Sick Leave Act (“EPSLA”).
2. From January 1, 2021 through and including June 30, 2021, the Village will offer regular full-time and regular part-time non-bargaining unit employees (the “Covered Employee” or the “Covered Employees”) the paid administrative leave described in subsection 3. below for use in connection with one of the following conditions:
 - a) To self-isolate because the Covered Employee is diagnosed with COVID 19;
 - b) To obtain a medical diagnosis or care if such Covered Employee is experiencing the symptoms of COVID 19; or
 - c) To comply with a recommendation or order by a public official or health care provider to self-quarantine due to the possibility that the Covered Employee may have been exposed to COVID 19 and/or otherwise is exhibiting symptoms of COVID 19.

The paid administrative leave under this Section Z. can be used only from January 1, 2021 up through and including June 30, 2021. Notwithstanding the foregoing, Covered Employees are not entitled to continue using paid administrative leave under this Section Z. once the applicable qualifying condition(s) described above no longer apply to the Covered Employee. Negotiated agreements between the Village and its unions will determine what (if any) leave benefits apply to bargaining unit employees.

3. Covered Employees who never took EPSLA leave benefits in 2020 will be eligible for up to eighty (80) hours of paid administrative leave for the reasons described in subsection 2 above. Covered Employees who took some of their EPSLA leave benefits in 2020 will be eligible to use the balance of the eighty (80) hours that they did not use in 2020. For example, if a Covered Employee only used forty-eight (48) hours of EPSLA leave in 2020, that same Covered Employee will be entitled to use only thirty-two (32) hours of paid administrative leave under this Section Z. Covered Employees who took the full eighty (80) hours of EPSLA leave in 2020 will not be entitled to any paid administrative leave under this Section Z.

4. The be eligible for the paid administrative leave described in this Section Z, a Covered Employee must provide sufficient documentation to the Village establishing that he or she satisfies one or more of the conditions described in subsection 2 above. All sick leave usage rules and procedures described in the Village's Human Resources Manual must be followed in order for a Covered Employee to qualify for paid administrative leave under this Section Z.
5. If federal and/or state legislation is passed that provides additional statutory paid leave benefits related to COVID-19, those new benefits will supersede and nullify any paid administrative leave to which the Covered Employees might otherwise be entitled under this Section Z.
6. Nothing in this Section Z. is intended to abrogate or otherwise affect a Covered Employee's ability to use available accrued leave pursuant to the rules and procedures described in the Village's Human Resources Manual, or in any collective bargaining agreement applicable to the Covered Employee.
7. This Section Z. will sunset after June 30, 2021, as if it never existed.