

Freshwater Administrative Rule 3.23.2020

Effective Date: 4/2/2020

1. **Advanced Sick Leave Policy:** At its discretion, the FED may advance sick leave to an employee for reasons described in Part 4. The FED shall not advance sick leave to an employee when it is known (or reasonably expected) that the employee will not return to duty, when the employee has filed for disability, or the employee has requested FMLA leave. All requests for advanced sick leave shall include an expected return to duty date.
2. **Definition:** Advanced sick leave is sick leave used by an employee, but not yet earned.
3. **Advanced Sick Leave Limitations:**
  - a. The FED may advance up to 100 sick leave hours to a full-time employee. The FED may advance a prorated amount of sick leave hours to part time employees based on their full-time equivalent percentage.
  - b. At the discretion of the Executive Director, the FED may advance up to an additional 40 sick leave hours to an employee.
  - c. Advanced sick leave will only be granted to an employee who has used all sick, vacation, and personal leave.
4. **Advanced Sick Leave Criteria:** The FED may advance sick leave hours to an employee:
  - a. Who has a current diagnosis of COVID-19
  - b. Who is quarantined by instruction of the FED, a health care provider, or government official to prevent the spread of COVID-19
  - c. Who is caring for another person who has COVID-19 or who is under a quarantine related to COVID-19
  - d. Who is caring for a child or other individual who is unable to care for themselves due to the COVID-19-related closing of their school, child care facility, or other care program.
  - e. Who has exhausted his or her emergency sick leave hours pursuant to the Families First Coronavirus Response Act
5. **Employee Return to Duty:** Upon return to duty, an employee who has used advanced sick leave hours shall accrue sick leave hours pursuant to his or her respective personnel policy. After return to duty, an employee with a negative sick leave hour balance may not use sick leave hours until they have accrued to a positive balance. Employees with a negative sick leave hour balance must use vacation leave, personal leave, or unpaid leave in place of sick leave.
6. **Subject to Change:** The FED has the right to amend or terminate any parts of this policy or the policy in its entirety. The FED will review and determine the necessity of this policy on June 30, 2020. Necessity of the policy will be at the discretion of the Executive Director.