

City of Mission Viejo Personnel Policy

Subject: **EMERGENCY ADMINISTRATIVE LEAVE**

Statement of Intent:

During times of a declared public health emergency, it is imperative that the City Manager has flexibility to encourage sick employees to stay home and support employees needing to care for ill or quarantined individuals as well as taking care of children during school closures by offering paid administrative leave. This policy shall be administered in coordination with and shall not replace any applicable paid emergency leaves the employee may be entitled to under state and/or federal law. In the event the employee is eligible for a combination of federal, state, and/or City of Mission Viejo paid emergency leaves, all eligible leaves shall be designated to run concurrently as allowed by law.

Policy:

1. This policy applies to all active employees regardless of full-time equivalent (FTE) or hourly/seasonal/temporary (HST) classification, as defined in the City's Categories of Employment Personnel Policy.
2. An employee is not required to have a minimum amount of service with the City to be eligible to receive Emergency Administrative Leave.
3. This policy allows an employee to receive Emergency Administrative Leave because the employee is:
 - a. subject to a federal, state, or local quarantine or isolation order related to a public health emergency disease/illness;
 - b. advised by a health care provider to self-quarantine due to a public health emergency disease/illness, concerns;
 - c. experiencing symptoms relating to a public health emergency disease/illness and seeking medical diagnosis;
 - d. caring for an individual subject to either a federal, state, or local quarantine or isolation order or advised by a health care provider to self-quarantine due to a public health emergency disease/illness, concerns;
 - e. caring for the employee's child if the child's school or place of care is closed or the child's care provider is unavailable due to public health emergency;
 - f. experiencing reduced work hours due to a reduction of City programs and services or complete closure of City facilities;
 - g. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor; or

- h. other reasons as identified by the City Manager.
- 4. The City Manager may grant up to thirty (30) work days of paid Emergency Administrative Leave per employee per rolling 12-month period. This 12-month period is measured backwards from the first day the employee is in receipt of Emergency Administrative Leave. The City Manager is not required to grant Emergency Administrative Leave continuously, but will not grant greater than a total of thirty (30) work days per employee per rolling 12-month period.
- 5. Administrative Leave will compensate employees at their regular base pay rate.
- 6. Emergency Administrative Leave is in addition to, and not in lieu of, other paid leaves such as Comprehensive Annual Leave and Paid Sick Leave the City already provides.
- 7. The City shall retain Emergency Administrative Leave usage records for a period of at least three (3) years. Such records will document the Emergency Administrative Leave used by each employee. An employee may request access to their records in the same manner regarding itemized wage statements and pay stubs.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed to have a direct financial impact on the City. City Council approval is required prior to initial implementation and for any subsequent amendments.

Approved: By City Council on March 24, 2020, Resolution No. 20-08. Per Council direction, this policy shall sunset at 11:59 p.m., May 31, 2020.