
 <p>Town of Swansboro</p>	Personnel Policy		General Provisions Purpose of the Policy	
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	Supersedes:		Approved By: 	

ARTICLE XIII. COVID 19 EMERGENCY PLAN

Section 3. Swansboro Emergency Paid Sick Leave (SEPSL)

The Town of Swansboro is taking proactive steps to protect the workplace in the event the United States Congress fails to extend the Families First Coronavirus Response Act (FFCRA) which is set to expire on December 31, 2020. It is the Town's goal to continue to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Town of Swansboro is committed to provide accurate information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The Town of Swansboro will continue to provide eligible employees with temporary emergency paid sick leave under certain conditions as provided under the FFCRA. This policy is an extension of that policy not in addition to it. This policy will become null and void should Congress extend or adopt an Emergency Paid Sick Leave Act.

Swansboro Emergency Paid Sick Leave

The Town of Swansboro Emergency Paid Sick Leave (SEPSL) is separate from and independent of Emergency Family and Medical Leave (eFMLA) and is independent of any existing sick leave policies that the Town grants employees in the normal course of business.

The SEPSL allows an eligible employee to qualify for emergency paid sick leave as follows:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19.
3. The employee is showing symptoms of COVID-19 and is actively seeking but has not yet received a medical diagnosis;
4. The employee is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons;

5. The employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of COVID-19 related reasons; or
6. The employee is experiencing substantially similar conditions as specified by the Federal Secretary of Health or Human Services, in consultation with the Federal Secretaries of Labor and Treasury.

Eligibility

All employees who have been employed with the Town for at least 30 days (full-time, or part-time) are eligible for SEPSL in the event the employee is unable to work or telecommute because the employee meets one or more of the conditions stated above.

Reason for Leave

You may take SEPSL if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantial similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration/Compensation

Employees are eligible for, on a one-time basis, the following. (Duration times began when the FFCRA was adopted by Congress in March 2020).

- **Full-Time employees:** 80 hours of pay at their regular hourly rate of pay. However, when caring for a family member for reasons 4, 5 and 6 above, sick leave is paid at two-thirds the employee's regular hourly rate of pay.
- **Part-Time employees:** The number of hours the employee worked, on average, over the most immediate prior full pay period. However, when caring for a family member, for reasons 4, 5 and 6 above, sick leave is paid at two-thirds the employee's regular hourly rate or pay.

Paid leave under this policy is limited to \$511 per day (or \$5,110 in total) where leave is taken for reasons 1,2, and 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (generally care for others or school closures).

General Leave Rules

- Employees may elect to use SEPSL prior to utilizing any accrued paid sick leave under the Town's sick leave policy.
- No leave provided by the Town under any governmental act prior to January 1, 2021, may be credited against the SEPSL eligibility. Duration times began when Congress adopted the FFCRA in March 2020. This is an extension to that policy, not in addition to it. Once an employee has utilized the allotted 80 hours, they will be required to utilize their own sick leave beyond the 80 hours.
- Employees are responsible for immediately notifying Human Resources of their intent to utilize this policy, so that the appropriate actions/trackability may be noted.
- Employees seeking compensation under this policy found solely to be taking this leave to defraud the Town will be subject to disciplinary action up to and including termination of employment.
- The Town will not retaliate against any employee who requests to take SEPSL in accordance with this policy.

Definitions

Child Care Provider Defined for the Purposes of SEPSL

For the purpose of this policy, the term "child care provider" is defined as one who provides child care services on a regular basis and receives compensation for those services, including an 'eligible child care provider' as defined in Section 658P of the Child Care & Development Block Grant Act of 1990 (42 USC 9858n).

School Defined for Purposes of SEPSL

The term "school" means an 'elementary school' or 'secondary school' as such terms are defined in Section 8101 of the Elementary & Secondary Education Act of 1965 (20 USC 7801).

Expiration

This policy expires on June 30, 2021.