



## Temporary Sick Leave Advance Procedure

- **Authority:** This procedure will remain in effect under the City Administrator's March 12, 2020 Proclamation declaring a local emergency to exist in connection with the imminent spread within the City of COVID-19 (Proclamation). This procedure will cease to have effect by further Proclamations or acts by the City Administrator declaring the end of the local emergency, or other action ending the local emergency. The obligation to repay advanced sick leave to the City shall continue after the end of the local emergency and until fully repaid to the City.
- **Purpose:** Protect the health of the City workforce and mitigate the financial impacts to City employees from COVID-19 related absences from work by advancing sick leave to eligible City employees who are unable or do not want to be in the workplace due to COVID-19 illness or impacts.
- **Eligible Employees:**
  - Eligible Employees are Full-Time and Permanent Part-Time employees.
- **Criteria for Leave Advancement:**
  - **Sick Leave with Pay (pay code SCK or FAM):** Employees are eligible for this leave advancement if they meet the following criteria:
    - **Employee is *unable* to be in the workplace because of the COVID-19 public health emergency** (e.g., employee or qualifying family member is diagnosed or has symptoms consistent with COVID-19, a medical provider required self-isolation or quarantine of the employee to avoid exposure or exposing others to COVID-19, employee has a chronic health condition as defined by the Center for Disease Control (CDC) that includes heart or lung disease or diabetes, or employee needs to provide childcare due to school closure from COVID-19); *and*
    - **Telecommuting is not available** (employees who are sick or caring for a sick qualifying family member are not expected to and should not telecommute); *and*
    - **Employees have no remaining leave balances** (including, but not limited to vacation, sick leave, compensatory time, management leave and floating holidays).
- **Sick Leave Advancement:** The City may advance to Eligible Full-Time Employees up to 75, 80 or 96 hours (depending on the employee's regular schedule) based on the above and criteria set by Human Resources Management Director. The City may advance to Eligible Permanent Part-Time Employees a pro rata amount of sick leave hours based on a full-time schedule. If the City advances sick leave to an employee, the employee will not accrue additional sick leave until the City has recovered the hours advanced.

Example: A 75-hour schedule employee who earns 3.46 hours of SCK per pay period (12 days annually) is advanced 37.50 hours of SCK. The employee's SCK accruals for the next 10.835 pay periods (3.461 hours \* 10.835 pay period = 37.5) would be used to recover the leave hours advanced.

## CITY OF OAKLAND – Temporary Sick Leave Advance Procedure

- **Procedure:** Employees must apply by submitting the “SICK LEAVE ADVANCE – Employee Request and Agreement” form.
  1. The employee must select an approved reason for requesting the sick leave advancement on the attached Advancement Request Form. The employee does not need to provide specific medical information or diagnosis, unless requested separately by Risk Management.
  2. The employee must submit the completed form to their supervisor, manager, or the Department’s Human Resources Single Point of Contact (SPOC).
  3. The Department SPOC shall review each advance request and confirm that the employee meets the criteria for a sick leave advance for reasons related to COVID- 19; has exhausted, or will exhaust, all accrued leave no later than the next pay period following the request; and the employee lacks sufficient accrued paid leave to cover an absence related to COVID-19.
  4. The SPOC shall forward the Employee Request and Agreement to the Human Resources Management Director, or designee, for approval.
  5. Upon approval, the SPOC shall notify the employee that the request has been approved and the amount of sick leave advance approved.
  6. The total amount of sick leave advanced may not exceed seventy-five (75), eighty (80) or ninety-six (96) hours, depending on the Eligible Employee’s regular schedule, for COVID-19 related illness or impacts and will be prorated for Permanent Part-Time Employees with less than a full-time schedule.
    - Example: A 75-hour schedule employee who earns 3.46 hours of SCK per pay period (12 days annually) is advanced 37.50 hours of SCK. The employee’s SCK accruals for the next 10.835 pay periods (3.461 hours \* 10.835 pay period = 37.5) would be used to recover the leave hours advanced.
- **Reimbursement:** The Eligible Employee must acknowledge a responsibility and agree to repay sick leave advanced in the following order:
  - Upon return from leave the employee will not accrue additional sick leave, until the City has recovered the hours advanced.
    - Example: A 75-hour schedule employee who earns 3.46 hours of SCK per pay period (12 days annually) is advanced 37.50 hours of SCK. The employee’s SCK accruals for the next 10.835 pay periods (3.461 hours \* 10.835 pay period = 37.5) would be used to recover the leave hours advanced.
  - If an employee separates from City employment, the employee shall authorize the City to deduct the remaining balance due from any final pay or other compensation due to the employee upon separation.
  - If an employee separates from City employment and does not have sufficient compensation to repay the balance, the employee will repay any remaining unpaid balance within 60 days.

Attachments: Advancement Request Form