



JACKSON COUNTY

Human Resources Department

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Memo

TO: Jackson County Board of Commissioners

FROM: Kathleen Breedlove, Human Resources Director

DATE: August 16, 2022

SUBJECT: Supplemental Paid Leave Policy

On Tuesday, March 17, 2020, the Jackson County Board of Commissioners approved a State of Emergency Leave (SOE) policy. This policy permitted employees paid leave time due to COVID-19 infection or exposure, to care for sick family members, to manage other eligible COVID-19 issues, and a work absence due to the public closure of a Jackson County facility during the actual state of emergency.

The SOE Leave policy was developed to address a specific emergency. When that state of emergency ends, the policy will no longer be in effect. It is proposed to structure another leave category to use for unknown extenuating circumstances which may occur in the future. The Jackson County Board of Commissioners would be the authority to authorize and approve paid leave under the **Supplemental Paid Leave (SPL) Policy**.

It is apparent COVID-19 will continue to have an impact on our workforce and require employee absences due to isolation/quarantine periodically. Therefore, Human Resources recommends any remaining SOE leave balances be converted to the Supplemental Paid Leave (SPL) so it may be available for use by those employees should the need arise. No additional leave will be provided employees other than was allotted previously under SOE.

It is recommended the Jackson County Board of Commissioners approve the Supplemental Paid Leave Policy and allow the conversion of unused SOE leave to SPL.

Supplemental Paid Leave Policy

The purpose of the Supplemental Paid Leave (SPL) Policy is to structure a leave category for special extenuating circumstances through which paid leave may be provided to employees as authorized and approved by the Jackson County Board of Commissioners.

Criteria for Use

- SPL usage is required to be designated on the employee's timesheet as "SPL" and approved by the employee's supervisor and/or department head.
- State of Emergency Leave (SOE) converted to SPL may be used for the following COVID-19 related issues:
 - Isolation or quarantine.
 - Obtaining a vaccine or booster and symptoms related to vaccine or booster.
 - Seeking diagnosis, care or treatment.
 - Caring for an immediate family due to closure of a day care, school or elder care facility.

This applies to self or immediate family member (includes spouse, mother, father, guardian, child, brother, sister, grandparent, grandchild and all in-law, step, half and adoptive/foster relationships that can be made from the preceding list).

- SPL leave is not payable upon termination or retirement.
- SPL leave is subject to the availability of funds.

State of Emergency Leave Policy

State of Emergency (SOE) leave may only be provided and utilized during an actual State of Emergency period of time declared by the Jackson County Board of Commissioners. The Jackson County Board of Commissioners or their designee will determine the amount SOE leave awarded, if any, during a declared State of Emergency.

Criteria for Use

- SOE leave is required to be requested in writing and approved by the employee's supervisor and department head.
- Documentation of the need for SOE leave may be required such as:
 - Written verification of quarantine by Public Health Official.
 - Return to work certification from a health care provider.
 - Published verification of the day care, public school or elder care facility closure that requires the employee who serves as a parent (or guardian) to stay home with the child or parent.
- SOE leave is not payable upon termination or retirement and reverts to a zero balance if not exhausted prior to the end of the declared State of Emergency period.
- SOE leave is subject to the availability of funds.