**To:                          All Employees of the Village of Golf Manor**  
**Subject:**               **COVID – 19 Supplemental Leave Policy**

No one would argue that we are facing extraordinary times and as noted by Mayor Densmore last week, we need to support each other while we move through this crisis.

We are in the business of providing services and supporting our residents. To do that we have a highly skilled, competent staff and recognize the dedicated group – police, maintenance, and administration – who make this Village the place it is.

We want to be prepared to support you should the unthinkable happen and we have to close operations for some reason or are quarantined.

To that end I am implementing a **Supplemental Leave Policy** strictly tied to the COVID-19 crisis:

1. I am allocating a leave bank with a total of 1,280 hours. Employees, both part time and full time, may apply to the bank for paid time off related to the Coronavirus crisis. This may be time off because you have been quarantined or it has been suggested you be self-quarantined. It may be time off necessary to provide family care because schools have been closed or other facilities have been closed and someone needs to be available to take care of family. While many of our employees have accumulated sick leave banks, these are extraordinary circumstances and we want to be supportive of everyone.
2. Employees who are required to be absent due to the COVID-19 crisis can apply to the bank for compensable hours. You will be paid your regular hourly rate for those hours up to a maximum of $25.00 per hour. As an example, if you make $36.00 per hour you may use your own accumulated time and be paid at the higher rate or if you elect to preserve that time you can apply to the bank and you will be paid $25.00 per hour for your COVID-19 leave.
3. The leave bank is being implemented today, Monday, March 16, the first date when employees can apply for paid leave. Eligibility will begin with the beginning of Pay Period 7 (3/16/2020), and will continue until the Governor declares the emergency to be over and we return to our normal routine with schools and other outside activities.
4. To use the leave time you will need to submit a statement to your Department Supervisor setting forth the time you wish to be absent and the purpose for which you are claiming the COVID-19 leave. Remember it must be tied to this COVID-19 crisis and this is not simply paid time off that anyone can utilize. Your Department Supervisor and either the Village Administrator or Assistant Village Administrator will quickly review and if appropriate approve the leave. The leave will then be substituted as compensation for you during the pay periods subject to these guidelines.

If for unforeseen circumstances the emergency is continues for an extended period of time, we will review the circumstances at that time to determine how much leave time is available and what leave time may need to be extended. For part time employees the available leave is your currently scheduled dates of work. If the leave extends beyond your currently scheduled dates of work we will calculate an average of your weekly work schedule over the past ten weeks and that is the leave time you may draw down during a weekly work period.

If there are questions about this program, please let Andy or me know.

Have a great day!

Ron Hirth

Administrator

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