**To:                        All Non-Fire and EMS Employees of Sycamore Township**

**From: Ray Warrick**  
**Subject:**               **COVID – 19 Emergency Supplemental Leave Policy**

We want to be prepared to support you by offering some assistance should you suffer some loss of work due to the COVID-19 crisis.

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

1. I am allocating a leave bank with a total of 1,000 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. It may be time off because you have been asked to stay home from your job. 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 and not use hours from your sick leave bank. You will be paid your regular hourly rate for those hours up to a maximum of $25.00 per hour. You can supplement with sick bank hours if your rate is more than $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 23, the first date when employees can apply for paid leave and will continue until the bank of hours is used up or when the crisis is deemed to be over.
4. To use the leave time, you will need to make a request through your Department Supervisor. Your Department Supervisor and the Township Administrator will review your request.

This policy in no way can supersede or interfere with the **Families First Coronavirus Response Act** passed by Congress on 3/18/20. We reserve the right to adjust this plan where it overlaps or interferes with this new legislation. This plan may also be altered, for any reason, without prior notice.

I am instituting this policy in accordance with a motion passed in the March 17 Trustee Workshop granting the Township Administrator temporary discretion to make decisions related to continued operations.

*Mr. James made a motion, seconded by Mr. LaBarbara, to give the Township Administrator discretion to make decisions as to the continued operations within the building, as opposed to employees working from home, and to restrict public access to the Administration building for the next 30 days except by appointment. Mr. Porter called roll. Vote: James: Aye; LaBarbara: Aye; Weidman: Abstain*