

## **Pandemic Leave Policy**

In event of a Pandemic declaration by the World Health Organization or public health emergency declaration by the United States or State of Indiana and the declared pandemic or public health emergency threatens employees of the Town of Yorktown. This policy is only in effect during the Pandemic declaration. The following pandemic leave policy will be effective and apply to all employees, full and part time.

### **I. Ordered to Stay Home**

If an employee meets the conditions in one of the three classes listed below, the employee will be ordered to stay home from work:

1. Employee tests positive for the underlying condition as declared in the pandemic declaration.
2. Employee either shows symptoms of the underlying condition or lives with someone or is regularly exposed to someone that has the underlying condition or symptom or is believed to have the underlying condition.
3. Employee has travelled to a high-risk location as determined by the CDC or has been exposed to someone that either has the underlying condition or exhibits symptoms of the underlying condition but has not tested positive.

Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave. Employees ordered to stay home are not to work other jobs normally permitted by the town during the quarantine.

Employee leave will be determined by the Town Manager or his/her designee for employees except the Clerk-Treasurer's Office (the Clerk shall designate for employees in the Clerk-Treasurer's Office), and based on the circumstances of the occurrence with advice from a health care professional.

Employee will not be allowed to return to work until they are determined that they do not present a health risk of the underlying condition of the declared pandemic or public health emergency to other employees or officials of the Town.

### **II. Closing Town Facilities**

If the Town facilities are ordered to be completely closed by the Town Council President, they will remain closed until the declaration is lifted and the Town facilities are ordered open by the Town Council President. Civilian employees will be instructed not to come to work, and employees shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

Essential employees may be required to work during closure.

### **III. Remaining Open: High Risk Employees**

If Town facilities remain open but an employee who is considered high risk because of age, compromised immune systems, or other health condition may be authorized to stay home from work. Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

### **V. Pandemic Leave for Care of Child**

An employee may use pandemic leave to care for a child whose school has been closed due to the pandemic or public health emergency. Parents of children who are symptomatic and who are staying at home in self-quarantine may also take this leave.

### **VI. Expected Behavior While on Pandemic Leave**

If an employee is instructed not to come to work, the employee is expected to follow the guidelines established by the CDC regarding activities and behavior to mitigate the spread of the pandemic or the cause of the public health emergency. Employees shall not go on vacation during the time of closure of the Town facilities unless the employee uses accrued vacation time.

### **VII. Essential Employees**

Essential employees shall be determined on a case by case basis by the supervisor of the employee.