

HRM Amendment No: 45 (REVISED)
Amendment Effective Date: May 11, 2020

Approved _____



This amendment is an addendum to Section D-9 [Leaves of Absence]. In Section D-9, subsection K is a new item. This amendment should be inserted at the end of Section D-9, following subsection J.

Section D-9 (K), Incentive-COVID Leave

Purpose

This directive addresses the implementation and administration of the paid leave provision related to the COVID-19 pandemic as approved by the ECUA Board on April 28, 2020.

Eligibility

All regular fulltime employees employed with ECUA on April 28, 2020.

Amount of Paid Leave

All eligible fulltime employees will be credited with forty (40) hours of paid Incentive-COVID Leave effective May 11, 2020.

Employees in their initial probationary period of employment on April 28, 2020, shall accrue forty (40) hours of paid leave under this provision, but shall be permitted to use the leave only after three (3) months of employment; however, a non-exempt probationary employee may request lump-sum payment of Incentive-COVID Leave hours within the first three (3) months of employment, in accordance with the lump-sum payout option below.

Reason for Leave

Incentive-COVID Leave may be taken at any time (in whole hour increments only) during the calendar year, subject to supervisory approval. Employees should schedule Incentive-COVID Leave as far in advance as possible to enable work schedules to be developed with the least impact to overall productivity and fellow employees.

Procedure for Requesting Leave

Employees requesting to take Incentive-COVID Leave must request leave with their immediate supervisor, as soon as practicable. Leave used under this provision shall be coded as pay code 62-IncentiveCOVID.

Rate of Pay

Incentive-COVID Leave hours will be paid at the employee's regular rate of pay. When Incentive-COVID Leave hours are taken as leave, the hours will be considered as hours worked for the purpose of overtime calculation.

Lump-Sum Payout Option for Non-exempt Employees

Non-exempt employees will have the additional option to request a lump-sum payment for up to twenty (20) hours of Incentive-COVID Leave per pay period in lieu of using the hours as leave. The option for lump-sum payout is only available through September 13, 2020, the last pay period in fiscal year 2020.

Forfeiture of Leave upon Separation

Incentive-COVID Leave hours can be carried over from year to year. However, any unused Incentive-COVID Leave hours after September 30, 2020, shall be forfeited upon separation of employment and are not subject to be paid out to the employee.

Please contact the Human Resources and Administrative Services department with any questions.