



# TEMPORARY EMERGENCY ORDER of the City Manager

<h2 style="margin: 0;">COVID-19 Public Health Emergency Pay and Leave for Regular City Employees, Emergency Paid Sick Leave and Expanded Family and Medical Leave</h2>		Category: COVID-19	
		Number: 7.2	
		Classification: Employee Compensation	
Effective Date: 09/01/2021 – 11/01/2021	Effect: Amends Emergency Order 7.0, issued January 4, 2021, as amended by Emergency Order 7.1, extending expiration date of Order	Policy Originator: City Manager	Approved By: City Manager   <hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 5px 0;"/> Debbie Tarry Date Issued: August 16, 2021

**1. PURPOSE/SCOPE:**

The purpose of Temporary Emergency Policy No. 7 is to provide guidance and establish procedures regarding the use of paid leave and pay for City employees under the COVID-19 Health Emergency declaration. Temporary Emergency Order No. 7, issued January 4, 2021, established the following policies:

- COVID-19 Donated Leave Pool Policy**
- City Closure Pay Policy**
- Emergency Paid Sick Leave Act Policy**
- Expanded Family and Medical Leave Policy**

**2. AMENDMENT**

**1. Expiration date:**

Temporary Emergency Order No. 7, as amended by Temporary Emergency Order No. 7.1, shall be amended to expire at 11:59 pm Local Time on November 1, 2021.

**2. Application of Amendments to Sections**

**Section 5(C) Emergency Paid Sick Leave Act (EPSL) Policy is amended as follows:**

**C. Emergency Paid Sick Leave Act (EPSL) Policy (Effective 4/1/2020 – ~~3/31/2021~~ ~~8/31/2021~~ 11/1/2021)**

**9. Duration of Benefits, Carryout, and Payout**

Emergency Paid Sick Leave will be available until 11:59 pm Local Time, ~~March 31, 2021~~ ~~August 31, 2021~~ November 1, 2021. Any unused portion of this leave entitlement shall not carry over to the next year or be paid out to employees.

**Section 5(D)(8) Expanded Paid Family and Medical Leave (EPFML) Policy – Duration of Benefits is amended to read as follows:**

**8. Duration of Benefits**

EFMLA leave will be available until 11:59 pm Local Time, ~~March 31, 2021~~ ~~August 31, 2021~~ November 1, 2021.

**3. NO OTHER AMENDMENTS:**

This Amendment extends the expiration date. All other policies, definitions, and procedures set forth in Temporary Emergency Order No. 7, issued January 4, 2021, and as amended by Temporary Emergency Order No. 7.1, remain in full force and effect.