

Temporary sick leave policy changes (March 2020)

Temporary Sick Leave policy for flu like symptoms:

All employees with flu like symptoms (fever with cough, or sore throat and muscle aches and/or tiredness) are required to be off work as long as they are having symptoms plus 3 days. Employees may use accrued sick leave to cover the regular work hours you miss under this policy. Should your sick leave run out, Haven will continue to pay sick leave covering your regularly scheduled hours ***specifically for absences due to flu like symptoms***. This applies to both full time and part time staff. This policy may change to comply with any instructions coming from governmental health agencies. Such changes will be communicated immediately.

Staff off work under this policy are to communicate with their supervisor at least once every 3 days to inform them of when "post" symptom period begins for program planning.

Nothing in this policy prohibits someone who is at home from clocking in to work remotely should the nature of their job allow it and after discussion with their supervisor. Any hours worked will be subtracted from Sick Leave paid under this policy (you won't be paid sick leave for time when you are clocked in and working).

Any employee directed to self quarantine by a public health authority shall contact the Administrative Manager and their direct supervisor as soon as possible for further discussion.

Temporary Sick Leave Policy Addendum1

In response to the closure of Stanislaus County schools and increased direction for social distancing and self isolation from the State, the following addendum to Haven's temporary sick leave policy is effective immediately:

If you are unable to work due to any of the following limitations:

- Child care caused by school closure due to COVID 19 concerns
- You or a household member are in a group identified by health organizations as high risk
- You or a household member have compromised immune system

AND remote work options for your position are not available for your full schedule due to COVID 19 related programmatic changes,

Then you may use accrued sick leave to balance remote work opportunities up to your regularly scheduled work hours. Should your sick leave accrual run out, Haven will continue to pay your sick leave until these restrictions are lifted.