



COVID-19 Leave Benefits and Procedures

Based off guidance from the Virginia Department of Health, and for the duration of this specific event only, the City of Hampton is implementing the following short-term procedures for the benefit of all Permanent Full-Time, Permanent Part-Time and WAE employees. Please review these procedures. Department heads should post a copy of these documents in common areas for those who do not work at a computer.

The procedures and subsequent benefits listed below are for one-time only use and will be terminated at the direction of the City Manager.

Procedures:

1. Employees who are sick and exhibit signs of the virus should stay home. Center for Disease Control (CDC) link here. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
2. Employees who are out for three (3) or more workdays must have documentation from a licensed healthcare provider or the Virginia Department of Health (VDH) or a VDH local district office, stating they are cleared to return to work. These employee(s) will be granted this **one-time** enhanced benefit of up to three (3) days of paid COVID-19 leave to cover this absence. Employees will follow the established departmental call out procedures. The return to work documentation must be submitted to Human Resources by their first day back to work.
3. In the event an employee becomes ill during their scheduled workday (partial day), paid COVID-19 leave will be granted for the remainder of that day. ***This may be in addition to the three (3) paid days of COVID-19 leave listed above.***
4. For the 2 week period (14 calendar days) after an employee is (i) diagnosed with COVID-19 or (ii) exposed to someone who has been diagnosed and the employee has been ordered by a licensed healthcare provider, VDH or a VDH local district office to medically quarantine or (iii) notified that an immediate

family member living in their household, for whom they are the primary caregiver, has been diagnosed with COVID-19, the employee will be compensated for their normally scheduled work hours during that period through a **one time** allowance of COVID-19 leave. This leave is a **one time** enhanced benefit that will not require the employee to use any of their accrued leave for this 2 week period.

- 4.1 Medical certification is required by a licensed healthcare provider or VDH or VDH local district office in order to receive this benefit.
 - 4.2 Before returning to work, employees must have documentation from a licensed medical provider or VDH or VDH local district office, stating they are able to return to work without risk of spreading any infection and are symptom-free relating to COVID-19.
 - 4.3 Immediate family member(s) is defined as spouse, parent, guardian, child, sibling, grandparent, grandchild, including step, foster, half and mother-in-law and father-in-law relationships per Chapter Seven, Section V, of the City of Hampton Personnel Policies Manual. However, employees must produce documentation from a licensed health care provider certifying their immediate family member requires care related to COVID-19.
 - 4.4 Paid COVID-19 leave will not be granted for any other purposes other than those relating to COVID-19.
5. To protect employee privacy, the **employee or licensed medical provider** must electronically send all medical documentation to the Human Resources department, not their departmental supervisor, payroll representatives or other staff. Employees recognize that by using any of the enhanced benefits listed in this procedure that COVID-19 will be reflected in Kronos for the purposes of tracking the leave. Information related to the use of COVID-19 leave may be shared on a need to know basis only, i.e. for Kronos, FEMA, VDH or other necessary purposes.
 6. As with all illnesses, extended absences may be covered by available paid leave types including vacation leave, personal days, comp time etc. or for hybrid employees, they may be eligible for Short Term Disability. Inquiries regarding short-term disability should be directed to the Finance Department at 727-6230.
 7. Department heads have reviewed operational needs and determined what positions are aligned to successfully telework for the duration of this specific

event only. Employees in the identified positions will receive instructions from the department head regarding the ability to telework, specific work tasks to be completed, deadlines and employees daily work schedule.

8. Employees who experience dependent care hardships due to COVID-19 that impact their ability to come to work should speak to their department head or designee. Alternate work accommodations may include the following:
 - (i) Telework, where possible
 - (ii) Flexible work schedule
 - (iii) Use of discretionary leave (birthday, personal, comp time, annual, etc.)
 - Leave is granted at the discretion of the department head or designee and may not be approved depending upon operational need or misuse.
 - The City will allow use of up to three (3) days of available sick leave balance for employees to secure temporary or alternative dependent care arrangements as business and school closures occur due to the COVID-19.
 - These exceptions are for use one-time only and will be terminated at the direction of the City Manager

Questions related to these temporary procedures should be directed to the Department of Human Resources at hrrfrontdesk@hampton.gov or to 727-6407. Frequently asked questions (FAQ)'s will be disseminated as soon as possible.