	COCONINO COUNTY	
	TYPES OF LEAVE	
	Personnel Policy 6.15	COVID-19 Emergency Leave
	Origination Date: 10/16/2021	Policy Exceptions: Temporary Employee Volunteer

6.15 COVID-19 EMERGENCY LEAVE

In an effort to keep the workplace safe and ensure employees are able to take the time they need to recover from COVID-19 related illness and address COVID-19 related family issues, Coconino County offers COVID-19 Emergency Leave for employees who are sick with COVID-19, quarantining, awaiting COVID-19 test results, caring for a COVID-19 ill family member, or lack childcare due to COVID-19 related closures.


Regular status employees will receive forty (40) hours of COVID-19 Emergency Leave to use between the dates of October 16, 2021 and June 30, 2022. If additional time is needed, Paid Sick Time, Paid Time Off, Vacation Leave or unpaid personal leave may be taken with supervisory approval, if available. Part time employees accrue leave in proportion to the number of hours scheduled to work per pay period. With input from the Chairperson of the Board of Supervisors, the Chief Health Officer and appropriate emergency personnel, the County Manager has the authority to extend the dates of this leave.

This Policy may be superseded by federal or state law in the event any such laws are passed providing pandemic-related leave to employees.

A. EMPLOYEE NOTICE TO DEPARTMENT

Employees shall make a good faith effort to provide notice of the need for COVID-19 Emergency Leave in advance of the use such leave and shall make a reasonable effort to schedule the use of leave in a manner that does not unduly disrupt the operations of the employer.

1. When providing notice of the need for COVID-19 leave, the employee is not obligated to disclose to the County or to their supervisor whether such leave is a result of a positive COVID-19 test or a direct contact exposure or disclose any other medical information.

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2. Employees shall notify their immediate supervisor as early as possible of the use of COVID-19 Emergency Leave, but not less than 2 hours prior to an unforeseeable absence, or 1 week prior to a foreseeable absence;
3. When possible, the request to use COVID-19 Emergency Leave must include the expected duration of the absence;
4. When no expected duration of the absence is shared, employees shall notify their immediate supervisor each day of a continuing absence; and,
5. Employees shall notify their immediate supervisor in writing when providing notice and/or requesting to use COVID-19 Emergency Leave.

B. UNUSED HOURS

COVID-19 Emergency Leave is not an accrued benefit. Employees who leave County employment will not be compensated for unused COVID-19 Emergency Leave. Employees who do not use COVID-19 Emergency Leave within the dates such leave is available will lose any remaining COVID-19 Emergency Leave.