



DRAFT COVID-19 PAID LEAVE POLICY

Adopted: Month, DD, YYYY

Last Revised: Month, DD, YYYY

To help prevent the spread of COVID-19, the BDL Board of Trustees enacts this policy to provide additional paid leave time for library staff from the effective date of January 1, 2021 through June 30, 2021.

This policy is modeled after the Federal Families First Coronavirus Response Act, which expired on December 31, 2020.

All regular full-time, regular part-time, and contract staff are eligible for:

- Two weeks* (up to 80 hours) of paid leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks* (up to 80 hours) of paid leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19; and
- Up to an additional 10 weeks* of paid leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

*Hours paid per week to a part-time employee will be the number of hours that the employee worked on average in a week over the previous 6 pay periods.

Employees who receive paid time off under the terms of the BDL *Employment Handbook* or contracts with the BDL Board should use this COVID-19 leave for the above COVID-19 reasons before using any available paid time off.