



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
Room 425 City-County Building  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703-3342  
608/266-4941  
FAX 608/266-4425 TTY 608/266-4941

March 17, 2020

TO: ALL EMPLOYEES

FROM: Greg Brockmeyer  
Director of Administration

RE: PROPOSED TEMPORARY EXCEPTION TO THE EMPLOYEE BENEFIT HANDBOOK  
REGARDING USE OF VACATION, SICK LEAVE, HOLIDAY AND OTHER PAID LEAVE

---

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary situational exceptions to the Employee Benefit Handbook after reasonable notice to and if requested, meeting with interested stakeholders.

I am distributing the following proposed exception to employees, the appropriate Employee Group Representative, and any other interested stakeholders. If concerns regarding the implementation of the exception are raised, I will schedule a meeting with the parties.

**UPDATED EXCEPTION TO EBH: USE OF VACATION, SICK LEAVE, SUPPLEMENTAL SICK LEAVE, HOLIDAY, OTHER PAID LEAVE AND LEAVE WITHOUT PAY, DURING THE MANDATORY 14 CALENDAR DAY PROHIBITION ON RETURNING TO WORK AFTER TRAVEL TO CERTAIN STATES WITH COVID-19**

1. Employees who travel domestically to any state that has on-going community transmission of COVID-19 will not be authorized to return to their workplace for 14 calendar days after their return to Dane County.
2. Employees who expect to travel to a state that has on-going community transmission of COVID-19, as determined by the Centers for Disease Control and Prevention ("CDC")<sup>1</sup>, on the day prior to travel must notify their supervisor of their travel plans. Supervisors will discuss with employees

---

<sup>1</sup> As of 3/17/2020, states that fall into this category include Washington, California, Illinois, and New York. The CDC maintains a list of states with community transmission on their website: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>. Users can click a "+" symbol under the map to see a table that identifies whether a state is reporting sustained community transmission.

how to handle the employee's absence for the portion of the 14 days that occur during a work week.

3. An employee who travels to one of these states may be permitted to work from home during the portion of the 14 days that occur during a work week, if the supervisor determines, in their sole discretion, that it is in the best interest of the department to allow the employee to do so. An employee is required to work from home if the supervisor determines it should be authorized.
4. Employees who are not permitted to work from home will be required to use vacation, holiday, sabbatical hours, sick leave, supplemental sick leave or any other paid leave while they are not at work.
5. Employees who do not have sufficient hours of paid leave to cover the portion of the 14 days that occur during a work week will be permitted to take leave without pay.
6. Employees who had previously scheduled or booked a vacation on or before March 10, 2020 that involves travel to a state that is restricted under this exception or the prior version of the exception, and who are unable to work from home shall be allowed to use a newly established payroll leave bank to cover the portion of the 14 days that occur during their work week. The Travel Restriction Taken ("TRT") leave bank will be used to pay the employee rather than the employee using their own vacation, holiday, sabbatical hours, sick leave, supplemental sick leave or any other paid leave during this time. Those employees who do not have sufficient hours of paid leave to cover the portion of the 14 days that occur during their work week will also be authorized to use TRT leave. In order to ensure that the TRT leave is established, the employee's supervisor must submit the leave bank request form stating that the employee had approved leave prior to or on March 10. Payroll will then add 80 hours of TRT leave to the employee's leave bank, and these hours will be applied at the employee's regular rate of day during their absences. If any hours of TRT leave is not used by the time the employee is able to return to work, such hours shall be forfeited.
7. Employees who would have been prohibited from returning to work for 14 days after traveling domestically to any state with more than 10 cases of COVID-19 under the previous temporary exception will be authorized to return to work after their travel, as long as the state that they visited is not one with on-going community transmission of COVID-19.
8. The temporary exception set forth above shall remain in effect until further notice.

CC: Amy Utzig, Director of Human Resources