



COUNTY OF DANE

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GREG BROCKMEYER
Director of Administration

Date: December 9, 2021

To: All Employees

From: Greg Brockmeyer
Director of Administration

Subject: Proposed Temporary Exception to the Employee Benefit Handbook for 2022 Emergency COVID Leave

Recently, the County Board passed and the County Executive signed the 2022 Annual Budget. In that document, the County Board requested that a Temporary Exception be introduced so that all Employees could begin the 2022 year with 80 hours of Emergency COVID Leave. The proposal below introduces a temporary exception to implement that request.

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook after reasonable notice to interested stakeholders. If concerns regarding the implementation of the proposed exception are raised, I will schedule a meeting with the parties. Interested stakeholders have until the end of business on December 16, 2021 to raise their concerns. If the following exception becomes effective, then all prior COVID-19 leaves will be repealed and this exception will take their place.

2022 Emergency COVID-19 Leave

- 1. All Prior COVID-19 Leaves are repealed.** Effective Sunday, December 19, 2021 (2022 Pay Period 1A), all prior COVID Leaves are repealed. 2021 Emergency COVID-19 Leave and 2021 Supplemental Emergency COVID-19 Leaves are no longer in effect. This new exception takes their place.
- 2. Emergency COVID-19 Leave defined.** At the beginning of pay period 1A, County Employees will have up to 80 hours of 2022 Emergency COVID-19 Leave. Time carried over from 2021 Emergency COVID-19 Leave and 2021 Supplemental COVID-19 Leaves are lapsed and all employees start the 2022 payroll year with the leave provided from this exception.
- 3. Availability of Emergency COVID-19 Leave.** This leave is available to full-time, part-time, and limited term employees (LTEs).
- 4. Amount of Leave Granted.**
 - a. The calculation of the amount of time awarded will be based on hours worked, not an employee's FTE status.
 - b. Employees working Full time will receive 80 hours of 2022 Emergency COVID-19 leave. Employees working less-than full time will have this leave prorated.

- c. For employees working in position less than full-time and for Limited Term Employees (LTEs) hired before December 19, 2021 this amount will be calculated based on the average number of hours worked in the prior six months – between pay periods 13 and 25 of 2021.
 - d. Full-time employees hired after December 19, 2021 will receive a full 80 hours. Part-time employees hired after December 19, 2021 will have this leave prorated based on their FTE percentage.
 - e. For Limited Term Employees hired after December 19, 2021, Departments should indicate the LTEs estimated weekly work hours on the Employee Action form submitted to Employee Relations. The estimated weekly hours will be used to pro-rate the amount of leave received.
- 5. Reasons for Leave.** Documentation is required to use 2022 Emergency COVID-19 Leave. With documentation, an employee may use 2022 Emergency COVID-19 Leave for any of the following reasons:
- a. The employee has a COVID-19 diagnosis, is seeking a diagnosis, or is seeking a COVID-19 test.
 - b. The employee has an immediate family member who: has been diagnosed with COVID; who has symptoms and is seeking a diagnosis; needs to obtain a COVID test; or is under a quarantine or isolation order related to COVID-19.
 - c. For the employee or their immediate family members to obtain a COVID-19 vaccination, including boosters, and to recover from the effects of the vaccine.
 - d. For the employee to care for their child or other individual who is unable to care for themselves as a result of the closure of their school, child care facility, or other care program due to COVID-19.
- 6. Additional Limitations.**
- a. Managers and Supervisors must have documentation of the needed reason for leave. Employees must provide documentation of the reason needed for the leave. Employees who are unable to provide documentation, must use another leave code – including leave without pay. Managers keep the records of the reason for leave confidential and the documents should be stored in a separate file.
 - b. The availability of this leave time will cease on December 17, 2022. Any unused leave will be lost.
 - c. This time will not accrue.
 - d. Unused 2022 COVID-19 Emergency Leave will not be cashed out to any employee.
 - e. If any other federal or state law requiring COVID-19 related paid leave is enacted, the 2022 Emergency COVID-19 Leave, and any uses of such leave shall be applied as part of the federal or state mandated paid leave. The 2022 Emergency COVID-19 Leave shall not be supplementary to any such federal or state paid leave.
- 7.** This temporary exception set forth above shall remain in effect until December 17, 2022 (the end of the 2022 payroll year).