



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION
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GREG BROCKMEYER
Director of Administration

Date: December 22, 2022

To: All Employees

From: Greg Brockmeyer
Director of Administration

Subject: Proposed Temporary Exception to the Employee Benefit Handbook for 2023 Emergency COVID Leave

Recently, the County Board passed and the County Executive signed the 2023 Annual Budget. In that document, the County Board requested that a Temporary Exception be introduced so that all Employees could begin the 2023 payroll 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, 2022 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 If the following exception becomes effective, then all prior COVID-19 leaves will be repealed and this exception will take their place.

2023 Emergency COVID-19 Leave

- 1. All Prior COVID-19 Leaves are repealed.** Effective Sunday, December 18, 2022 (2023 Pay Period 1A), all prior COVID Leaves are repealed. 2022 Emergency COVID-19 Leave is no longer in effect.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 2023 Emergency COVID-19 Leave. Time from 2022 Emergency COVID-19 Leave is lapsed and all employees start the 2023 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 2023 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 18, 2022 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 2022.

- d. Full-time employees hired after December 18, 2022 will receive a full 80 hours. Part-time employees hired after December 18, 2022 will have this leave prorated based on their FTE percentage.
 - e. For Limited Term Employees hired after December 18, 2022, 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 2023 Emergency COVID-19 Leave. With documentation, an employee may use 2023 Emergency COVID-19 Leave for any of the following reasons:
- a. The employee has a COVID-19 diagnosis.
 - b. The employee has an immediate family member who: has been diagnosed with COVID or is under a quarantine or isolation order related to COVID-19.
 - c. 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.
 - d. The employee is obtaining immunization related to COVID-19 or recovering from an injury, disability, illness, or condition related to such immunization.
- 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. Acceptable documentation of a COVID-19 illness includes the results of a COVID-19 polymerase chain reaction (PCR) diagnostic test or the results of Rapid Antigen Test. Documentation should contain the employee or immediate family member’s name, the date the test was administered, the kind of test administered, the location of the test (if possible), and the test result. Employees using an at-home Rapid Antigen Test should use tests that are connected to a smartphone application and are capable of producing this documentation. Examples include, but are not limited to iHealth COVID-19 Rapid Antigen Test, BinaxNOW with the NAVICA App, BD Veritor At-Home COVID-19 Digital Test and the Scanwell App, On/Go COVID Self-Test, and Ellume COVID-19 Home test. Employees using Rapid Antigen Tests should take care to obtain tests that can produce sufficient documentation. Dane County is not responsible for employees who use the wrong product. Pictures of the rapid antigen tests are not acceptable.
 - c. The availability of this leave time will cease on December 16, 2023. Any unused leave will be lost.
 - d. This time will not accrue.
 - e. Unused 2023 COVID-19 Emergency Leave will not be cashed out to any employee.
 - f. If any other federal or state law requiring COVID-19 related paid leave is enacted, the 2023 Emergency COVID-19 Leave, and any uses of such leave shall be applied as part of the federal or state mandated paid leave. The 2023 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 16, 2023 (the end of the 2023 payroll year).