



GREG BROCKMEYER  
Director of Administration

## COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION  
Room 425 City-County Building  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703-3342

Phone: (608) 266-4941  
Fax: (608) 266-4425 TTY WI Relay 711

Date: August 10, 2021

To: All Employees

From: Greg Brockmeyer  
Director of Administration

Subject: Temporary Exception to the Employee Benefit Handbook to add 2021 Supplemental Emergency COVID-19 Leave

---

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 requested, with the Director is to meet with interested stakeholders.

On July 21, 2021, I announced a proposed temporary exception to the Employee Benefit Handbook to add a 2021 Supplemental Emergency COVID-19 Leave benefit. This benefit implements 2021 Resolution 033, passed by the Dane County Board of Supervisors and signed by Dane County Executive Parisi. After my announcement, a number of Employee Group Representatives requested a meeting to discuss their objections to the leave. I scheduled a meeting for all interested stakeholders on August 6, 2021. At this meeting, we discussed various issues surrounding the leave benefit.

I have considered the concerns raised by the interested stakeholders and have modified certain parameters around the 2021 Supplemental Emergency COVID-19 Leave. Below is the final version of the benefit, and is effective immediately.

### Supplemental 2021 Emergency COVID-19 Leave

- 1. Supplemental Emergency COVID-19 Leave Available.** At the beginning of pay period 16A, County employees who have exhausted their 2021 COVID Emergency Leave are eligible for up to 40 hours of Supplemental 2021 Emergency COVID Leave. Supplemental Emergency COVID-19 Leave is a separate county benefit from the 2021 Emergency COVID Leave that was provided to employees earlier this year.
- 2. Procedures.** At the beginning of pay period 16A, County employees who have exhausted their 2021 Emergency COVID-19 Leave will be awarded Supplemental 2021 Emergency COVID-19 Leave. Going forward, when employees have exhausted their 2021 COVID-19 Emergency leave, payroll clerks should notify Employee Relations and Employee Relations will adjust the employee's Emergency Leave Balance to provide Supplemental 2021 Emergency COVID-19 Leave. The amount of supplemental leave provided will mirror the amount of 2021 Emergency Leave provided - See item #4.
- 3. Availability of Benefit.** This Supplemental Leave is available to full-time, part-time, and limited term employees (LTEs).

**4. Amount of Time Awarded**

- a. The amount of time awarded will be consistent with the 2021 COVID-19 Emergency Leave.
- b. Full time employees who have exhausted all of their 2021 COVID-19 Emergency Leave, will receive 40 hours of Supplemental 2021 Emergency COVID-19 leave.
- c. For employees who position is less than 1.0 FTE and for Limited Term Employees (LTEs) hired before January 3, 2021 this amount will be calculated based on the average number of hours worked in the prior six months –between pay periods 15B and 27C of 2020.
- d. Full-time employees hired after January 3, 2021 will receive a full 40 hours. Part-time employees hired after January 3, 2021 will have this leave prorated based on their FTE percentage.
- e. For Limited Term Employees hired after January 3, 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 Supplemental 2021 Emergency COVID-19 Leave. With documentation, an employee may use Supplemental 2021 Emergency COVID-19 Leave for any of the following reasons:

- a. The employee has a COVID-19 diagnosis or has symptoms of COVID-19 and is seeking a diagnosis.
- b. The employee is quarantined at the instruction of a health care provider, employer, or government official in order to prevent the spread of COVID-19.
- c. The employee is caring for an immediate family member who has COVID-19 or is under a quarantine related to COVID-19.
- d. The employee is caring 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. Interaction with other leave benefits**

- a. 2021 COVID-19 Emergency Leave – Employees must exhaust all of their 2021 COVID-19 Emergency Leave in order to receive 2021 Supplemental 2021 Emergency COVID-19 Leave.
- b. Emergency Family Medical Leave – in order to use EFML, employees must exhaust all of their 2021 COVID-19 Emergency Leave. Supplemental 2021 Emergency COVID-19 Leave need not be exhausted prior to the use of EFML. Consistent with Temporary Exception for EFML, employees may not use Supplemental Leave while on EFML. Additionally, employees may not use Supplemental Leave in order to achieve 100% pay while on EFML.

**7. Additional Limitations.**

- a. Employees must exhaust their 2021 COVID-19 Emergency Leave in order to receive Supplemental COVID-19 Emergency Leave.
- b. Managers and Supervisors should seek 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.
- c. The availability of this leave time benefit will cease on December 18, 2021. Any unused leave will be lost.
- d. This time will not accrue.
- e. Retroactive adjustments to use this leave are not permitted.
- f. Unused 2021 Supplemental COVID-19 Emergency Leave will not be cashed out to any employee.
- g. If any other federal or state law requiring COVID-19 related paid leave is enacted, the 2021 COVID-19 Emergency Leave, and any uses of such leave shall be applied as part of the federal or state mandated paid leave. The 2021 COVID-19 Emergency Leave shall not be supplementary to any such federal or state paid leave.

**8.** This temporary exception set forth above shall remain in effect until December 18, 2021 (the end of the 2021 payroll year).