



City of Cambridge

Executive Department

LOUIS A. DePASQUALE
City Manager

City of Cambridge Temporary Policy on COVID-19 Related Employee Absences Amended January 1, 2022 (corrected January 3, 2022)

The City will be extending the Emergency Paid Sick Leave (EPSL) program into 2022. Beginning January 1, 2022 an employee may use up to two weeks of Emergency Paid Sick Leave (i.e., 80 hours for a 40 hour per week employee, 75 hours for a 37.5-hour employee, etc.) if they are unable to work (or unable to telework) because the employee:

- is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- has been advised by a health care provider to self-quarantine related to COVID-19.
- Is self-isolating and caring for themselves because of a COVID-19 diagnosis or is seeking or obtaining a medical diagnosis, care or treatment for COVID-19 symptoms.
- is caring for a member of their family or household who is subject to federal, state, or local quarantine or isolation order, who is under medical provider quarantine or isolation order related to COVID-19, who is self-isolating due to a COVID-19 diagnosis, or who needs a medical diagnosis, care or treatment for COVID-19 symptoms. “Care” is generally defined as providing basic medical, hygienic, or nutritional needs for someone who is unable to do so on their own.
- is caring for their child whose school or childcare provider is closed or unavailable for reasons relating to COVID-19. This option is only available when no other suitable person is available for childcare, or on days that school locations are physically closed, or schools are requiring remote or distance learning.
- is attending their COVID-19 vaccination/booster appointments. Employees recovering from side effects related to COVID-19 vaccines/booster may use EPSL for workdays that fall within 48 hours of receiving the vaccine/booster. Employees who are recovering from an injury, disability, illness or condition related to a COVID-19 immunization may use EPSL.
- is caring for a family member who is obtaining a COVID-19 vaccination/booster appointment or is recovering from an injury, disability, illness or condition related to a COVID-19 immunization.

If any employee took EPSL in 2021, the employee is still eligible for up to two weeks of EPSL from January 1, 2022 until December 31, 2022. Prior EPSL amounts do not roll over from one calendar year into the next.

A part-time employee is eligible for leave for the number of hours of leave that the employee works on average over a two-week period. EPSL is a separate category of time and will not



impact an employee's other time balances (sick leave, vacation, personal, administrative, compensatory time). It is considered sick leave only in that it does affect sick leave incentive pay and leave earnings programs. This Amended Policy is not intended to serve as a permanent sick leave policy. This policy applies to non-union employees. The City will be discussing this policy with union leaders, with a goal of extending similar benefits to bargaining unit employees. It will be in effect until December 31, 2022 unless it is amended or rescinded prior to that date. The City reserves the right to consolidate this leave time into another policy if updated federal or state regulations regarding COVID-related leave are issued.

You may take Emergency Paid Sick Leave intermittently: (1) if you are taking it to care for your child whose school or place of care is closed, or whose childcare provider is unavailable, because of COVID-19 related reasons; (2) if you are taking it to care of a family or household member as set forth above; or (3) if you are able to perform some work remotely while under an isolation or quarantine order or self-isolating. If you are sick or possibly sick with COVID-19 or caring for an individual who is sick or possibly sick with COVID-19, the intent of this EPSL is to provide such paid sick leave as necessary to keep you from spreading the virus to others. Emergency Paid Sick Leave taken for those reasons may be taken until you either (1) use the full amount of EPSL or (2) no longer have a qualifying reason for taking EPSL. If you no longer have a qualifying reason for taking EPSL before you exhaust the two weeks, you may take any remaining EPSL at a later time, until December 31, 2022, if another qualifying reason occurs.

Notification and Documentation

Employees who fall into one of the above categories and who would like to use Emergency Paid Sick Leave must advise their supervisor and the City of Cambridge Personnel Director orally or in writing. Notice must include:

- Your name;
- The date(s) for which you request leave;
- The reason for leave; and
- A statement that you are unable to work because of the above reason.

When requesting leave because you are subject to a quarantine or isolation order or to care for an individual subject to such an order, you should also provide the name of the government entity that issued the order. If you request leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, you should additionally provide the name and address of the health care provider who gave advice. Alternatively, the City may receive notice from a local public health official on behalf of the employee.

If you request leave to care for your child whose school or place of care is closed, or childcare provider is unavailable, you must also provide:

- The name of your child;
- The name of the school, place of care, or childcare provider that has closed or become unavailable for onsite learning or care; and
- A statement that no other suitable person is available to care for your child.

Employees may be required to provide supporting documentation (e.g. doctor's note, notice of school closure, etc.) as directed by the Personnel Director, City Manager or designee, however, approval for such leave will not be delayed based on a lack of documentation. If the leave is approved, the employee's Department Head and appropriate payroll staff will be notified.

Employees do not need to exhaust other accrued time balances before accessing EPSL.

Emergency Paid Sick Leave is capped at two weeks (up to 80 hours) per employee. No employee will be eligible to receive more than two weeks of Emergency Paid Sick Leave in 2022 regardless of whether or not they utilized Emergency Paid Sick Leave in 2021.

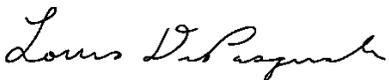
Prohibition Against Harassment, Discrimination and Retaliation

The City of Cambridge expects all staff to refrain from any form of discrimination, harassment or retaliation related to COVID-19, including without limitation, race, national origin, age, or disability. Any such instances should be reported to an employee's supervisor, Department Head or the Personnel Director.

Potential Additional Policy Changes

The City of Cambridge reserves the right to make additions, revisions or other adjustments to this policy at any time. In addition, other City workplace policies may be amended, particularly if public health conditions change. This may be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or the City's priorities for pay continuity or for any other reason.

Dated: _____ 12/29/2021 _____


By: _____
Louis A. DePasquale
City Manager