



Family and Parental Leave Policy Temporary Amendment

The Family and Parental Leave (FPL) Policy effective November 7, 2018 is being temporarily amended due to the added burden placed on families resulting from COVID-19 pandemic school and daycare closures, alternative school schedules, or concerns. The existing FPL Policy is being expanded to allow use of FPL for time off needed by employees to provide care or instructional supervision to their minor children whose school or daycare is closed, has assigned an alternative schedule due to COVID-19, or who have chosen not to send their minor children to school or daycare due to COVID-19 concerns. This leave is intended to provide transitional support to employees to provide time to establish long term or alternative care plans.

All permanent employees are eligible for FPL to care for dependent children not attending school or daycare due to COVID-19 under this amendment after it is determined that a flexible work arrangement is not feasible or has been denied. Employees will not be required to use applicable accruals for the first 2 weeks (or equivalent) of leave under this amendment. FPL used for this purpose will apply to the annual limit of 4 weeks FPL leave in any rolling 12-month period. Sick leave is not an applicable accrual for supplementing childcare-related leave.

FPL leave to care for children not attending school or daycare due to COVID-19 must be requested in writing to Human Resources in advance of the start of requested leave.

All other provisions of the Family and Parental Leave Policy remain in effect.

The City reserves the right to deny requests for FPL under this amendment, if necessary, to maintain operations. This amendment is in effect until such time that the City Manager has determined that the necessity for it has passed.

Approved:

City Manager

8/6/2020

Date