



Brunswick County
Temporary Advancement of Sick Leave Policy
Effective March 16, 2020 through June 1, 2020

PURPOSE:

The County realizes that in extreme circumstances, employees may be in a situation where they are unable to work due to issues related to the recent outbreak of the novel coronavirus. It is recognized that such employees may enter a leave without pay status due to lack of accumulated leave, and therefore; may experience a loss of income. For this reason, outlined below is a temporary advancement of sick leave policy.

POLICY AND PROCEDURE:

ELIGIBILITY

Advanced sick leave may be granted to an employee if they meet the following criteria:

- Employee must be in a benefit eligible position; and
- Employee must have exhausted all available leave options including sick leave, comp time, petty leave and annual leave; and
- Employee is unable to work due to issues arising out of the recent outbreak of the novel coronavirus

Sick leave cannot be advanced when an employee has given notice of separation through resignation or retirement.

MANNER OF TAKING LEAVE

An employee is not entitled to the advancement of sick leave and must provide a written request to the Department Head for approval.

- Requests for the advancement of sick leave should be submitted prior to taking the leave when possible.
- Approved written requests must be forwarded to the Human Resources Department for the coordination of repayment.

Subject to approval, advanced sick leave may be granted in the following manner:

- Sick leave may be advanced for the employee's sickness, quarantine, isolation, or exposure to a contagious disease if continuing to work might jeopardize the health of others within the workplace.
- Sick leave may be advanced to care for an immediate family member.

The amount of advanced sick leave will be determined on a case by case basis but shall not exceed 84 hours without the approval of the County Manager.

REPAYMENT OF ADVANCED SICK LEAVE

An employee will repay advanced sick leave incrementally as leave accrues each month. The advanced sick leave balance will be repaid from both sick and annual leave accruals automatically.

REPAYMENT UPON SEPARATION

An employee who separates employment while indebted for advanced sick leave will be required to reimburse the monetary value of the advanced sick leave to the County at the time of separation. The employee, through their participation in the temporary advancement of sick leave program, authorizes the County to deduct the repayment amount, if applicable, from wages for hours worked, leave, or other funds due to the employee at the time of separation.