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Advanced Sick Leave During a Public Health Emergency

During the period of the COVID-19 Public Health Emergency an employee who has exhausted all of his earned compensatory time, sick leave and vacation leave may apply for advanced sick leave pursuant to the following requirements:

- 1) The employee must meet the criteria established for sick leave or have a school age child whose school is closed pursuant to Executive Order;
- 2) The reason for such request must arise from the Public Health Emergency;
- 3) Such advanced sick leave will not exceed 80 hours;
- 4) The taking of advanced sick leave will result in a negative balance in the employee's sick leave accrual. This negative balance will be periodically reduced by the earning of sick leave and vacation leave upon the employee's return to work. If the negative balance is not resolved within 8 months then the County will deduct from the Employee' compensation any such remaining negative balance;
- 5) During this Public Health Emergency an employee who applies for advanced sick leave is not required to provide a Physician's Certificate that the employee was unable to report for work.

Following the exhaustion of advanced sick leave an employee may apply for leave without pay as provided in the Human Resources Resolution.