

Pandemic Leave Policy

In event of a Pandemic declaration by the World Health Organization or public health emergency declaration by the United States or State of Indiana and the declared pandemic or if a public health emergency threatens employees of the Town of Albion, this policy is only in effect during a Pandemic declaration. The following pandemic leave policy will be effective and apply to all employees, full and part time.

I. Ordered to Stay Home

If an employee meets the conditions in one of the classes listed below, the employee will be ordered to stay home from work:

1. Employee tests positive for the underlying condition as declared in the pandemic declaration.
2. Employee either shows symptoms of the underlying condition or lives with or is regularly exposed to someone that has the underlying condition or symptom or is believed to have the underlying condition.
3. Employee has travelled to a high-risk location as determined by the CDC or has been exposed to someone that either has the underlying condition or exhibits symptoms of the underlying condition but has not tested positive.
4. The Governor or Town Council President has issued "Stay At Home" orders as part of a declaration for community safety.

Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

Employee leave will be determined by the Town Manager or his/her designee for employees except the Clerk-Treasurer's Office, Police Department or the Police Chief or his/her designee for Police Department employees and based on the circumstances of the occurrence with advice from a health care professional.

Employee will not be allowed to return to work until they are determined that they do not present a health risk of the underlying condition of the declared pandemic or public health emergency to other employees or officials of the Town.

II. Closing Town Facilities

If the Town facilities are ordered to be completely closed by the Town Council President, they will remain closed until the declaration is lifted and the Town facilities are ordered open by the Town Council President. Civilian employees will be instructed not to come to work, and employees shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

If an employee is able to continue to work remotely, the supervisor shall determine the work from home arrangement. Essential employees may be required to work during closure, either at the Town facility or remotely, as determined by their supervisor.

III. Remaining Open: High Risk Employees

If Town facilities remain open but an employee who is considered high risk because of age, compromised immune systems, or other health condition may be authorized to stay home from work. Employee shall receive their normal compensation based on their average hours worked

per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

If an employee is able to continue to work remotely, (or in a rotating schedule that reduces the number of employees on duty at a time), the Department Head shall determine the adjusted arrangement with approval by the Town Manager or Clerk-Treasurer (depending on the department).

Essential employees may be required to work remotely as determined by their supervisor with approval by the Town Manager or Clerk-Treasurer (depending on the department).

IV. Allocating Pandemic Leave Time

If an employee works remotely, the employee should document their time worked and then the employee's total time will be allocated appropriately to either hours worked or pandemic leave hours.

V. Pandemic Leave for Care of Child

An employee may use pandemic leave to care for a child whose school has been closed due to the pandemic or public health emergency. Parents of children who are symptomatic and who are staying at home in self quarantine may also take this leave.

VI. Expected Behavior While on Pandemic Leave

If an employee is instructed not to come to work, the employee is expected to follow the guidelines established by the CDC regarding activities and behavior to mitigate the spread of the pandemic or the cause of the public health emergency. Employees shall not go on vacation during the time of closure of the Town facilities unless the employee uses accrued vacation time.

VII. Essential Employees

Essential employees shall be determined on a case by case basis by the supervisor of the employee.