



TOTAL ACTION FOR PROGRESS

COVID ESLB LEAVE POLICY

EFFECTIVE:

April 1, 2021 – December 31, 2021

PURPOSE:

To allow full-time employees a COVID leave benefit to be used in cases related to COVID for childcare and/or family care.

POLICY STATEMENT:

All exempt and non-exempt FT eligible employees will receive up to an additional 40 hours of COVID ESLB leave after completing 90 days of employment.

This benefit does not count toward the employee's own serious health condition or any situation for which the employee would follow TAP's sick leave policy.

TAP is adopting the policy to enable employees to have some financial assistance in the case of a COVID related situation where the employee needs childcare and/or has to provide family care and telework is not available or able to be utilized. This policy may be amended, modified, and/or rescinded at any time at the sole discretion of TAP.

DEFINITIONS:

Childcare – if your child's school/daycare/childcare provider is closed due to COVID.

Family Care – if the employee is the primary caregiver for an individual that needs care due to COVID.

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Phone Number: 540.777.HOPE

TO BE ELIGIBLE FOR COVID LEAVE BENEFIT:

- Employee must request time off from manager.
- If the employee needs time off due to childcare, the employee must provide a written notice from the child's school/daycare/childcare provider that the services is suspended due to COVID related situation and for how long.
- If the employee needs time off for family care, the employee must submit a letter from a physician stating that the employee is needed to provide care for the individual due to a COVID related situation and for how long.

USAGE OF COVID LEAVE BENEFIT:

- Employees will be required to use PTO for the 1st 3 days they are out of work and then begin to use their COVID ESLB leave; if PTO is not available, the first 3 days will be unpaid.
- Employees and supervisors will be required to make sure that the employee's timesheets are completed correctly.
- A separate line item will be included on the timesheets for the COVID ESLB Leave Benefit.
- Finance will monitor the COVID ESLB Leave balances.

VIOLATIONS /MISUSE OF COVID LEAVE BENEFIT:

- Employees who are found violating this policy will be subject to disciplinary action up to and including termination.

TAP reserves the right to request a notarized affidavit as proof of any of the qualifying definitions in this policy.

TAP Board Approval 3/16/2021

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