



COVID-19 POLICIES & PROCEDURES FOR LEAVES/TIME OFF

10/1/2021

Overview

On December 9, 2020 the city of Pittsburgh signed into law The COVID-19 Emergency Paid Sick Leave Act as a temporary ordinance. The Act is intended to provide for up to 80 hours of paid time off for employees who have been specifically impacted by COVID-19. The full text of the Ordinance can be read [here](#).

On July 27, 2021, The COVID-19 Emergency Paid Sick Leave Act has been subsequently extended for one year and set to expire on July 27, 2022. The amendments may be read [here](#).

Benefit Time Allotment

The amendment to Pittsburgh's COVID-19 Emergency Paid Sick Leave extends paid sick leave under the Act to July 27, 2022. The city's amended ordinance does NOT require a new allotment of 80 hours (10 days) of paid sick time. Rather any un-used Emergency Paid Sick Leave since April 1, 2021, including leave taken pursuant to the American Rescue Plan Act, will be extended to eligible full-time employees until July 27, 2022. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Purpose

To assist employees affected by the COVID-19 outbreak with emergency paid sick leave. This policy will be in effect from October 1, 2021, until July 27, 2022.

Qualifying Reasons for Leave

- Are subject to a federal, state or local quarantine or isolation order related to COVID-19;
- Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- Are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
- Are seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of COVID-19, the employee has been exposed to COVID-19 or the employer has requested the test or diagnosis;
- Are obtaining a COVID-19 immunization;
- Are recovering from any injury, disability, illness, or condition related to a COVID-19 immunization; or
- Are caring for an individual subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Amount of Paid Sick Leave

- Eligible employees who work 40 hours per week, COVID-19 Sick Time shall be provided in the amount of 80 hours for the above qualifying reasons.

- For Employees who work fewer than 38.75 hours in a week, COVID-19 Sick Time shall be provided in the amount of 77.50 hours for the above qualifying reasons.
- Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period for the above qualifying reasons.
- Eligibility is defined as any employee who has been employed by Great Lakes Research or Diversified Care Management for 90 days.

Interaction with other Paid Leave

You may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Carryover

Paid emergency sick leave under this policy will not be provided beyond July 27, 2022. Any unused emergency paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave. Please contact the HR department with any questions.

Procedure for Requesting Emergency Paid Sick Leave

You must notify your supervisor and the HR department of the need and specific reason for leave under this policy. To request leave under this policy, please complete the COVID-19 Leave Request Form. This form can be found on our website at <https://www.greatlakesresearch.com/timeoff>. The completed form must be emailed to COVID19@greatlakesresearch.com. Verbal notification will be accepted until practicable to provide written notice. Documentation supporting the need for leave must be included to the extent possible.

COVID-19 Emergency Paid Sick Leave is to be used when you are not able to be in the office OR telework for reasons related to COVID-19. The time may be taken in quarter hour (.25) increments until you no longer have a qualifying reason for taking the leave or exhaust the available leave, whichever occurs first.

If you have been given approval by HR to telework and you are unable to telework your normal schedule of hours due to one of the above-referenced qualifying reasons, HR may allow you to take Emergency Paid Sick Leave intermittently while teleworking. You must obtain HR approval and must come to an agreed upon modified work schedule with your supervisor prior to notifying HR of your request to take leave intermittently while teleworking.

Once emergency paid sick leave has begun, you and your supervisor and the HR department must determine reasonable procedures for you to report periodically on your status and intent to continue to receive paid sick time.