

# Policy Regarding Emergency Leave During the COVID-19 Emergency Declaration

## **Statement of Purpose:**

The Board of Mayor and Commissioners desiring to mitigate the spread of the contagion known as COVID-19, protect the citizens of Clarksdale, Mississippi, and protect the physical and economic health employees of the City of Clarksdale during this public health emergency, hereby enact a policy to grant emergency leave and provide compensation during this epidemic.

## **Application:**

- 1) Department Heads or their designees may require employees presenting known symptoms of COVID-19 to leave their duty posts and immediately call their health care providers and seek testing for COVID-19. The initial requirement to leave shall function as a non-disciplinary suspension with pay from the time leave is required of the employee up to the date of the employee's COVID-19 test results, as long as the results are dated within seven (7) days of the date leave is required.
- 2) If possible, the Department Head or his/her designee may require an employee made to leave their duty post to teleconference in, or otherwise work from home, if feasible and deemed necessary by said Department Head, except no overtime shall be required or allowed by said Department Head without approval from the Mayor.
- 3) Employees who test positive for COVID-19 are required to adhere to quarantine orders and not report to work for the City, but such employees may be required to teleconference in, or otherwise work from home, if feasible and deemed necessary by his/her Department Head, except no overtime shall be required or allowed by said Department Head without approval from the Mayor.
- 4) Upon proof of a positive and valid test of COVID-19 within 14 days of testing or recovery, whichever is sooner, an employee on the required emergency leave, presenting symptoms or not, shall receive emergency compensation of their regular pay, but not overtime, without being charged under the normal annual personal leave and/or major medical leave policies for up to thirty (30) days.
- 5) Without presenting or proving a positive and valid test of COVID-19 to his/her Department Head within 14 days of testing or recovery, whichever is sooner, an employee on the required emergency leave will be charged time under the normal annual personal leave and/or major medical leave policies for any time out after the date of a negative test for COVID-19 within the initial seven (7) day period, or from the date of required emergency leave if no test results for COVID-19 were dated within the initial seven (7) day period.
- 6) An employee on the required emergency leave who presents or proves a positive and valid test of COVID-19 to his/her Department Head within 14 days of testing or recovery, whichever is sooner, will be charged time under the normal annual personal

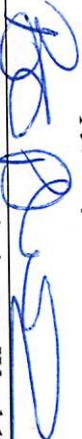
- leave and/or major medical leave policies for any time absent from work over and above thirty (30) days from the time his/her emergency leave began.
- 7) An employee who **did not present or prove** a positive and valid test of COVID-19 within 14 days of testing or recovery, whichever is sooner, may be compensated for actual hours in which they teleconferenced in or otherwise worked from home. The Department Head shall demand proof of and validate those hours, and shall disallow the validation of unapproved overtime.
  - 8) An employee who **did present or prove** a positive and valid test of COVID-19 within 14 days of testing or recovery, whichever is sooner, may be compensated for actual hours in which they teleconferenced in or otherwise worked from home, if such work was done after thirty (30) days from the time his/her emergency leave began. The Department Head shall demand proof of and validate those hours, and shall disallow the validation of unapproved overtime.
  - 9) Emergency leave must begin while a COVID-19 Emergency Declaration is in effect for an employee to be eligible for the policies stated above.
  - 10) Department Heads or their designees may require employees who have known or suspected exposure to COVID-19 from a confirmed source to leave their duty posts for a minimum of fourteen (14) days. Employees required to leave solely based on known or suspected exposure to COVID-19 shall be eligible to receive emergency leave pay under this policy up to a maximum of sixty (60) days.

**Expiration:**

This policy shall automatically expire upon the expiration of the COVID-19 Emergency Declaration, unless such declaration or proclamation is renewed within a period not to exceed thirty (30) days. Upon the review of the COVID-19 Emergency Declaration, this policy may be separately discontinued by the Board of Mayor and Commissioners even if the COVID-19 Emergency Declaration is extended or renewed.



  
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Chuck Espy, Mayor

  
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Bo Plunk, Commissioner - Ward 1

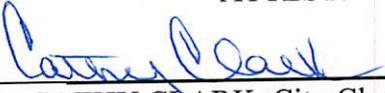
  
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Ken Murphy, Commissioner - Ward 2

  
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Willie Turner, Jr., Commissioner - Ward 3

  
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Edward Seals, Commissioner - Ward 4

ATTEST:

By:



CATHY CLARK, City Clerk