

MEMORANDUM



DATE: April 20, 2020

TO: All StarCare Staff, StarCare Board of Trustees, Sheriff Ray Scifres,
Sheriff Jorge De La Cruz, Monti Booth

FROM: Beth Lawson, CEO

RE: Time-Limited Paid Emergency Sick Leave Program – Extended

In keeping with my previous decision to provide a time-limited paid Emergency Sick Leave Program for the time period of April 5 – April 18, 2020, I am extending this benefit to the pay period of **April 19 – May 2, 2020**. Eligibility remains the same as does the criteria for approval (see below).

It is of utmost importance to StarCare to support employees who are impacted by COVID-19 and to ensure they have the financial means to endure this unique hardship. Just as before, the Program may be extended for additional pay periods if circumstances permit and if funding is available.

ELIGIBILITY

ALL EMPLOYEES are eligible to apply for paid Emergency Sick Leave, whether or not they are ordinarily eligible for paid time off.

CRITERIA FOR APPROVAL

In order to be approved for the paid Emergency Sick Leave Program, an employee must be unable to telework and provide verifiable proof of at least one (1) of the following:

1. The employee has been advised by a public health official to quarantine or by a healthcare provider to isolate because of COVID-19;
2. The employee is caring for an immediate family member advised by public health official to quarantine or by a healthcare provider to isolate because of COVID-19;
3. The employee is experiencing COVID-19-like symptoms of fever, cough and/or shortness of breath; or

4. The employee is caring for an immediate family member who is experiencing COVID-19-like symptoms of fever, cough and/or shortness of breath.

CALCULATION OF EMERGENCY SICK LEAVE HOURS

If approved, employees may be granted up to 80 hours of paid Emergency Sick Leave. The exact number of hours will be calculated by averaging the hours worked during the previous two (2) pay periods, not to exceed 80 hours total.

APPLICATION

Applications for the time limited paid Emergency Sick Leave Program are available from Rayanne Nance, Human Resources Director. rnance@starcarelubbock.org

COURTESY AND PROFESSIONALISM EXPECTATION

While the paid Emergency Sick Leave Program is technically open to ALL EMPLOYEES, it is specifically meant to help employees who do not have access to paid time off. If an employee needs time off for COVID-19-related reasons and has access to paid time off hours, courtesy and professionalism dictate those hours should be exhausted before requesting emergency leave hours.

StarCare is glad to be able to provide this Program. We are all in this together.