

Time-Limited Paid Emergency Sick Leave Program
Given in Response to the COVID-19 Pandemic
Effective August 14, 2020 Until October 23, 2020



PURPOSE

StarCare Specialty Health System (StarCare) is an essential healthcare provider and is therefore not obliged under the Federal Emergency Family and Medical Leave Expansion Act or the Emergency Paid Sick Leave Act. However, because our employees are extremely important and at the heart of all we do, and because the COVID-19 pandemic is a unique hardship affecting all of us, StarCare has decided to implement a time-limited paid Emergency Sick Leave Program.

To honor the commitment and dedication of our workforce and in recognition that the COVID-19 pandemic has strained many families, StarCare desires to give paid emergency sick leave to employees hardest hit by the pandemic, even if they don't qualify for Paid Time Off (PTO) under normal circumstances.

StarCare implemented a Time-Limited Paid Emergency Sick Leave Program on April 5, 2020.

The purpose of this memo is to update protocols of the Program. The timeframe for the updated, paid Emergency Sick Leave Program is August 14, 2020 through October 23, 2020. The Program may be extended for an additional period of time, 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 PTO.

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 **he/she has been exposed to** COVID-19;
2. The employee is **the sole care giver** for an immediate family member advised by public health official to quarantine or by a healthcare provider to isolate because **the family member has been exposed to** COVID-19;
3. The employee is experiencing COVID-19-like symptoms of fever, cough and/or shortness of breath; or
4. The employee is **the sole care giver** 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 PTO. If an employee needs time off for COVID-19-related reasons and has access to PTO hours, courtesy and professionalism dictate those hours should be exhausted before requesting emergency leave hours. **Therefore, Emergency Sick Leave will only be authorized if no PTO is available.**