

COVID-19 HR Policies

Benefit Leave

Medic recognizes the impact that the virus and quarantine periods may have on individuals. The Agency will monitor any legislation updates and communicate any changes in policies.

Applicable leave policies to include use of benefit time are still in place. The Agency offers additional benefits such as short-term disability or benevolent fund application as a means for supplement.

Attendance Policy

The Agency will temporarily suspend the application of attendance points for employees exposed, contracting the virus, or displaying symptoms in which causes an employee to be sent home so long as the employee has followed proper procedure and has made direct notification to the on-duty supervisor in advance of their circumstances.

Exposure and Contraction

Employees are encouraged to use healthy hygiene habits and PPE as directed. Medic directs employees that believe they have been exposed to make immediate notification to the on-duty supervisor. Medic will comply with all applicable federal and state laws and will always advocate on behalf of our employees to deter from negatively effecting those impacted. All employees placed into quarantine/isolation due to exposure or contraction must provide documentation from their treating provider indicating they are cleared to return to work.

At Work Exposures

1. Employee will be placed into a quarantine period.
2. Employee should complete the exposure process to accurately record the incident.
3. The employee will be provided a bank of 80 hours of Emergency Leave to cover the quarantine period. This leave will be used first and depleted prior to application of any additional benefit leave.
4. If the employee must be quarantined for longer than the 80 Emergency Leave hours, the employee then has the option to:
 - a. Use accrued sick leave.
 - b. Use an "advance" of sick leave for up to 80 hours. Medic will provide an "advance" and once the employee is cleared to return to work, the advance will be recouped on a bi-weekly basis as the sick time is accrued until recovered in full.
 - c. Use accrued vacation leave.
 - d. Request a leave without pay status.
5. Telework options will be reviewed with the impacted employee.
6. FMLA does not cover the quarantine period.

At Work Contraction

1. Employee will be placed into isolation.
2. Employee should complete the OJI process to accurately record the incident:
 - a. If the contraction is a verified workers' comp claim, Medic will pay the employee for the first 7-day waiting period and the employee will fall under all workers' compensation guidelines to include compensatory matters.
 - b. If the contraction is not verified, the employee will be provided a bank of 80 hours of Emergency Leave to cover the isolation period. This leave will be used first and depleted prior to application of any additional benefit leave.
 - c. If the employee is in isolation for longer than the 80 Emergency Leave hours, the employee then has the option to:
 - i. Use accrued sick leave.
 - d. Use an "advance" of sick leave for up to 80 hours. Medic will provide an "advance" and once the employee is cleared to return to work, the advance will be recouped on a bi-weekly basis as the sick time is accrued until recovered in full.
 - i. Use accrued vacation leave.
 - ii. Request a leave without pay status.
3. Telework options will be reviewed with impacted employee.

COVID-19 HR Policies

Non-Work Exposures

1. Employee will be placed into a quarantine period.
2. Employee will be provided with a bank of 80 hours of Emergency Leave to cover the quarantine period. This leave will be used first and depleted prior to application of any additional benefit leave.
3. If an employee must be quarantined for longer than the 80 Emergency Leave hours, the employee then has the option to:
 - a. Use accrued sick leave.
 - a. Use an "advance" of sick leave for up to 80 hours. Medic will provide an "advance" and once the employee is cleared to return to work, the advance will be recouped on a bi-weekly basis as the sick time is accrued until recovered in full.
 - b. Use accrued vacation leave.
4. Request a leave without pay status.
5. FMLA does not cover the quarantine period.

Non-Work Contraction

1. Employee will be placed into isolation.
2. Employee may be eligible for FMLA and are required to complete the FMLA process. If an employee does not fit the requirements for FMLA eligibility (service length and hours worked), other Agency leaves may be applicable. Please see Chapter 4 for all applicable Agency leaves.
3. Employee will be provided with a bank of 80 hours of Emergency Leave to cover the quarantine period. This leave will be used first and depleted prior to application of any additional benefit leave.
4. If an employee must be quarantined for longer than the 80 Emergency Leave hours, the employee then has the option to:
 - a. Use accrued sick leave.
 - b. Use an "advance" of sick leave for up to 80 hours. Medic will provide an "advance" and once the employee is cleared to return to work, the advance will be recouped on a bi-weekly basis as the sick time is accrued until recovered in full.
 - b. Use accrued vacation leave.
 - c. Request a leave without pay status.

Paid Family Leave (PFL) may be applicable in some circumstances. Employees should follow the FMLA procedures and the application of PFL will be determined by HR.

Protected leave (FMLA) does not cover quarantine periods whether employer mandated or self-imposed (for preventative and/or speculative reasons). The employee would be required to use PTO and should discuss potential for telework options with their direct supervisor.

All requests for telework must have approved 'telework agreements' in place prior to the employee actually working offsite.