



HUMAN RESOURCES & DEVELOPMENT

T U L A R E C O U N T Y

TULARE COUNTY LEAVE POLICIES DURING A DECLARED LOCAL/PUBLIC HEALTH EMERGENCY

Effective **March 16, 2020** the following procedures are to be followed per direction of the Board of Supervisors and County Administrative Officer:

1. The County shall waive the family sick leave limit, which for most units is 60 hours per year.
2. In cases of school closures where employees need to stay home for child care purposes, vacation accruals will be utilized. If vacation accruals are exhausted, Personal Holiday, CTO, and Administrative Time may be used.
3. If the employee is ill, or a family member is ill and the employee needs to care for them, sick leave shall be used prior to the use of vacation, Personal Holiday, CTO, and Administrative Time. Employees may apply for State Disability Insurance (If they are in a bargaining unit that has SDI) or Paid Family Leave.
4. Employees who are sent home because they are exhibiting symptoms consistent with the virus/pandemic illness may first use vacation or sick leave, at their choice., . If the employee exhausts all paid time accruals, they may be eligible for Advanced Leave Pay (ALP), as described in item 6.
5. For probationary employees, suspend required 13 full pay period Personnel Rule requirement before new hire employee can use sick and/or vacation accruals. Also suspend the 90 day waiting period prior to the use of sick accruals through HWA.
6. An employee may be advanced up to 40 or 80 hours of sick leave, subject to the following limitations. For Tulare County Fire Department (TCFD) employees working a 56-hour schedule, employees may be advanced up to 56 or 112 hours.:
 - All paid leave accruals including sick leave, vacation leave, administrative time, personal holiday and accumulated compensatory time off must be exhausted.
 - The administration of the ALP will be handled at the Department level. The payroll system allows for negative vacation and sick leave, which can be used to track ALP.

- ALP shall be advanced as needed and shall not be an automatic addition of 40 or 80 hours (56 or 112 for TCFD) to the paid leave (sick) balance.
- Employees electing to take advantage of the ALP shall execute an agreement that requires all specified paid leave accruals be exhausted before they become eligible for the ALP.
- Employees who have exhausted their vacation, sick, personal holiday, and administrative leave, but have a compensatory time balance (CTO), and elect not to use their CTO, will not be eligible for the ALP.
- Employees choosing to participate in the ALP program must sign an agreement agreeing to repay the advanced leave as indicated on the agreement.

The County will review this program on a continuing basis and reserves the right to modify or extend the program at the County's discretion.

Leave Policies & Compensation during Declared Local/Public Health Emergency

CONDITION	PAID LEAVE AUTHORIZED PERSONNEL RULES	EXTENDED LEAVE BENEFIT
Employee Ill (Self Reported)	Sick Leave, Vacation Leave, CTO, Personal Holiday, Administrative Time Off (e.g. Attorney Leave)	<p>If Leaves exhausted, advance leave up to 40 (or 56 for TCFD) hours to be repaid by employee.</p> <p>Leaves refers to combination of sick, vacation, CTO, personal holiday, and Administrative Time, which all must be exhausted before "ALP Compensation is available"</p>
Family Member Ill (Self Reported)	Vacation, FMLA if qualified, CTO, Personal Holiday, Sick leave, Administrative Time Off (e.g. Attorney Leave)	<p>If Leaves exhausted, advance leave up to 40 (or 56 for TCFD) hours to be repaid by employee.</p> <p>Leaves refers to combination of sick, vacation, CTO, personal holiday, and Administrative Time, which all must be exhausted before "ALP Compensation is available"</p>
Employee Exposed at Work	Vacation, FMLA if qualified, CTO, Personal Holiday, Sick leave, Administrative Time Off (e.g. Attorney Leave)	

Employee Exposed from other source	Vacation, FMLA if qualified, CTO, Personal Holiday, Sick leave, Administrative Time Off (e.g. Attorney Leave)	<p>If Leaves exhausted, advance leave up to 40 (or 56 for TCFD) hours to be repaid by employee.</p> <p>Leaves refers to combination of sick, vacation, CTO, personal holiday, and Administrative Time, which all must be exhausted before “ALP Compensation is available</p>
Employee Quarantined or tested positive for COVID-19	Vacation, FMLA if qualified, CTO, Personal Holiday, Sick leave, Administrative Time Off (e.g. Attorney Leave)	<p>If Leaves exhausted, advance up to 80 hours to (or 112 for TCFD) to be repaid by employee..</p> <p>Leaves refers to combination of sick, vacation, CTO, personal holiday, and Administrative Time, which all must be exhausted before “ALP Compensation is available</p>