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HUMAN RESOURCES DEPARTMENT

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Emergency Responder Paid Sick Leave Policy

Effective April 1, 2020 to December 31, 2020

Introduction

The City of Appleton is extending the following Emergency Responder Paid Sick Leave benefit, which will apply to individuals who have been exempted from coverage under the Families First Coronavirus Response Act as an emergency responder. This benefit may be used when an employee is unable to work for one of the following reasons:

1. Employee is subject to a Federal, State, or local quarantine or isolation order related to Coronavirus.
2. Employee has been advised by a health care provider to self-quarantine due to concerns related to Coronavirus.
3. Employee is experiencing Coronavirus symptoms and seeking a medical diagnosis.

The Emergency Responder Paid Sick Leave provides 80 hours of limited paid sick leave benefit for full-time emergency responders. This is prorated for part-time emergency responders, including part-time emergency responders who otherwise are not eligible for accrued benefits.

Eligible employees will receive 100% of regular hourly rate, with a \$511/day (\$5,110 aggregate) cap.

Eligibility

Full-time employees will receive up to two weeks (80 hours) of Emergency Responder Paid Sick Leave, and part-time employees will receive a pro-rated Emergency Responder Paid Sick Leave benefit based on the number of hours you work on average over a two-week period. The full benefit for which you are eligible is available for immediate use. This policy will expire upon the conclusion of the Coronavirus public health emergency or on December 31, 2020, whichever is earlier

This benefit does not extend to represented employees unless the labor organization representing the employees enters into a Memorandum of Understanding with the City.

Employees will be required to complete the attached form and provide medical documentation supporting the need for the Emergency Responder Paid Sick Leave.