

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Directive	D2020-009
	Leave and Timekeeping of COVID-Related Absence	Effective: 6/30/2020
		Rescinds:
		From: C. Barron

The department has added several new timekeeping codes to W2W to accommodate our tracking needs for COVID related absences. The type of leave used will depend on the nature of the absence.

Member with Symptoms:

If a member develops ILI/COVID symptoms and the illness can be related to an on duty exposure, the member will be placed off duty with pay (OFF-WP) and scheduled for a COVID test. This leave will not count against the member’s PTO balance. If the member tests positive, the member will be placed off duty as an IOJ and workers comp paperwork will be filed (OFF-WC). If the member tests negative, leave taken after the test results will be coded as PTO or COVID leave (see below).

If a member develops symptoms or tests positive with no direct connection to an on duty exposure, the member will be placed off duty with COVID leave or PTO.

Member Exposed On Duty (No Symptoms):

If a member is exposed on duty and that exposure is classified as high risk, the member will be placed off duty with pay (OFF-WC). This includes members that are quarantined due to a crewmember showing symptoms within 24 hours of their previous shift. If the member develops symptoms leave will be in accordance with the Member with Symptoms section.

Member Exposed Off Duty (No Symptoms):

If a member experiences an off-duty exposure and the COVID Clinical Consult Line (CCCL) classifies it as a high-risk exposure or the Chiefs decide that quarantine is appropriate, the member will be placed off duty with COVID leave or PTO.

COVID Leave:

The federal Families First Coronavirus Response Act provides employees of covered employers two weeks of paid sick leave at the employees regular pay rate. This leave applies when the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis. This leave may also be applied to employees that have a bona fide need to care for an individual that is subject to quarantine. We will be providing 136 hours of COVID related paid sick leave that can be applied to this purpose. These hours will be tracked separately from PTO and can only be applied for the purposes listed above. The codes C19EMP will be used for employee illness or quarantine and C19FAM for the care of another.

Any questions should be directed to Jennifer or one of the Chiefs.