

RESOLUTION #21-01:

A RESOLUTION APPROVING THE VILLAGE OF PINEHURST EMGERENCY PAID SICK LEAVE POLICY.

WHEREAS, Families First Coronavirus Response Act (FFCRA), which required certain employers to provide employees with paid sick leave for “specified reasons related to COVID-19”, expired on December 31, 2020.

WHEREAS, the Village of Pinehurst desires to continue this benefit to employees as COVID-19 continues to affect employees.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 12th day of January, 2021 as follows:

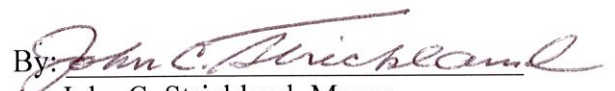
SECTION 1. That the Village of Pinehurst Emergency Paid Sick Leave Policy is hereby adopted; said policy attached hereto as “Attachment A” and made a part hereof; the same as if included verbatim.

SECTION 2. This policy will be effective from January 1, 2021 until March 31, 2021.

THIS RESOLUTION passed and adopted this 12th day of January, 2021.

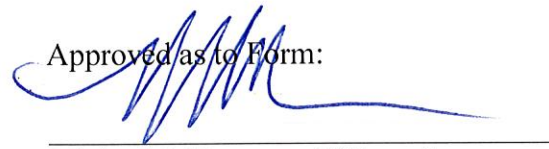


VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: 
John C. Strickland, Mayor

Attest:


Beth Dunn, Village Clerk

Approved as to Form:

Michael J. Newman, Village Attorney



Village of Pinehurst Emergency Paid Sick Leave Policy

Purpose

To assist employees affected by the COVID-19 outbreak with job-protected emergency paid sick leave. This policy will be in effect from January 1, 2021, until March 31, 2021.

The Village of Pinehurst will provide eligible employees with temporary emergency paid sick leave under certain conditions. This policy is subject to change should Congress extend or adopt an Emergency Paid Sick Leave Policy/Act prior to the expiration date of this policy.

Emergency Paid Sick Leave

Eligibility

All regular full-time and regular part-time benefit eligible employees who have been employed with the Village at least 30 days are eligible.

To qualify for this leave, an employee must be unable to work (or telework) due to one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Emergency Responders are excluded from reasons 4 and 5 above.

Part-time employees working less than 20 hours per week, seasonal employees, on-call employees, and reserve employees are not eligible for this leave.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Emergency Responders” mean firefighters, law enforcement officers, telecommunication specialists, and solid waste equipment operators.

Amount of Paid Sick Leave

All eligible full-time employees will be able to utilize any hours remaining from the 80 hours of paid sick leave granted under the previous federal policy, . Eligible part-time employees are entitled to the number of hours scheduled to work over a two-week pay period. Eligible part-time employees will be able to utilize any hours remaining from the hours granted under the previous federal policy.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their department director or the HR department of the need and specific reason for leave under this policy. A form will be provided to all employees on the Village intranet and/or in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her director must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Paid emergency sick leave under this policy will not be provided beyond March 31, 2021. Any unused paid sick leave will not carry over or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Please contact the HR department with any questions.