

ADMINISTRATIVE POLICY

#2020-004

FROM: Dana Smith, City Manager

RE: Use of Leave: Response to COVID-19

DATE: March 15, 2020



The novel coronavirus (COVID-19) outbreak has developed into a public health emergency throughout the United States and we now have six confirmed cases in Montana. The health and well-being of our employees and community members is our top priority. While most individuals will experience mild symptoms, there are employees and members of our community who are more vulnerable to serious complications from COVID-19. Therefore, we must all take action to help prevent and slow the spread of the virus, which may in the future include the closure of certain offices and facilities.

If the situation arises that requires an employee to remain at home to care for a child(ren) when schools close directly related to COVID-19, employees may use accrued sick leave, comp time, personal time, and vacation upon approval by his or her supervisor. Unpaid leave will be considered on a case-by-case basis and requires approval by the City Manager.

When City facilities are closed directly related to COVID-19, employees may use accrued sick leave, comp time, personal time, and vacation. Unpaid leave will be considered on a case-by-case basis and requires approval by the City Manager.

No employees will be allowed to incur a negative balance for any type of accrued leave. Administrative Policy #2020-003 clarifies the possibility of telecommuting in certain situations.