

Pandemic Leave Program

During the current pandemic emergency this program provides additional leave benefits for employees to use for their own pandemic related illness, to take care of sick family members, as defined by the Family Medical Leave Act (FMLA), experiencing pandemic related illness, or to take time to care for their own children while their daycare or school is closed for this event. The additional leave benefits are created in response to the Major Disaster and National Emergency Declarations for COVID-19 as declared by the federal government and the emergency proclamation issued by the City of Kirkland during the COVID-19 pandemic and pursuant, in part to I.R.S. Notice 2006-59. The following benefits will be in place until such time as the city emergency proclamation for COVID-19, ends:

1. Any restrictions on probationary employee's use of leave is lifted during this event.
2. Each employee will be given one work week (40 hours) of paid "pandemic leave" to use in the same manner as currently authorized sick leave. Unused pandemic leave hours expire on the date the emergency declaration ends.
3. A shared sick leave bank will be established with the following requirements:
 - a. Donation
 - i. Employees may donate up to 100 hours of sick leave at a time. Donating employees should retain a balance of 480 sick leave hours after donation, or at least 80% of the employee's sick leave balance at the time of donation.
 - ii. Donated hours not utilized through this program will be returned to the donor on a proportional basis.
 - iii. If additional hours are needed in the shared sick leave bank, employees may donate up to an additional 100 hours of sick leave hours, subject to the limits of sections i and ii.
 - iv. An employee who is separating from the City may donate all remaining sick leave hours to the shared sick leave bank.
 - b. Request
 - i. Shared sick leave bank hours can only be used by employees after all other leaves are exhausted (sick, vacation, comp, holiday, community service, floating)
 - ii. Employees are limited to forty (40) hours of shared sick leave at a time.
 - iii. In order to access the shared sick leave, employees will fill out a Shared Sick Leave Bank request and submit it to Human Resources.
 - iv. An additional forty (40) hours of shared sick leave may be requested for special circumstances. Additional hours require the approval of the Human Resources Director or designee.
4. If an employee exhausts all shared sick leave hours, they will be eligible to request up to one week, forty (40) hours, of "advanced leave" to use in the same manner as currently authorized sick leave.
 - a. In order to access the "advanced leave" employees will fill out an Advanced Sick Leave Application and turn it into Human Resources.
 - b. If the employee exhausts the initial advanced leave hours, the employee may request an additional forty (40) hours of advanced leave.

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- c. All requests for advanced leave will be considered on a case by case basis by the Human Resources Director or designee.
- d. Advanced leave will be paid back as future sick leave accrues until all advanced leave has been repaid.
- e. If an employee leaves employment and their sick leave bank is negative, the dollar amount of the negative balance will be deducted from their last paycheck.