

March 23, 2020

I. Temporary Addendum to Policy 02.06.04 Sick Leave Benefit

Temporary Policy Addendum due to COVID-19 public health emergency

Effective immediately and for 30 days, or longer if the state of emergency declared by the Colorado Governor continues, the Pueblo City-County Library District will provide four (4) days of paid sick leave to regular full-time and part-time employees who exhibit symptoms consistent with COVID-19 and are undergoing or will undergo testing for COVID-19 virus. Such an employee will have four (4) paid special sick leave days available to them under this temporary policy. This special and temporary paid sick leave is a one-time benefit that will not accrue on a bi-weekly basis. This policy addendum will be reviewed every 30 days until further notice.

Use of Benefit

Should a regular full-time or part-time employee receive a test or be advised to receive a test for the COVID-19 virus from a health care provider, the employee should notify the Human Resources Director immediately by telephone (562-56XX) and/or email (terri.daly@pueblolibrary.org). The employee should provide their dates of absence and also plan to provide a written health provider's verification indicating the employee is undergoing testing for the COVID-19 virus.

II. Temporary Addendum to Policy 02.09.09 Emergency Closings

Temporary Policy Addendum due to COVID-19 public health emergency

Effective immediately and for 30 days, or longer if the state of emergency declared by the Colorado Governor continues, emergency library closings due to the COVID-19 public health emergency may result in employees being excused from reporting to work with the time off from scheduled work to be paid based on the regular work schedule for those who are excused from reporting to work. This paid administrative leave will be made available for regular full-time and part-time employees at the discretion of the Executive Director or his/her designee. This policy addendum will be reviewed every 30 days until further notice.