

# CITY OF MANITOWOC

WISCONSIN, USA

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**DATE:** June 1, 2020  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Request to Revise Extended Leave Policy

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The COVID-19 pandemic has caused many organizations to re-evaluate their leave policies to ensure that those policies are flexible to protect employees. As you know, employers are required to establish a safe workplace for employees. This includes ensuring that employees who are ill, or who have symptoms of illness, are not coming into the workplace while symptomatic. Guidelines from the CDC and legal experts state that employers should be working to encourage flexible leave policies that allow employees to remain home if they are ill or symptomatic.

City employees governed by the Employee Policy Manual currently receive 10 days of Extended Leave each year, which can only be used after using 3 days of PTO. Employees also receive paid time off (PTO), which is earned on an accrual basis. This means that new employees start with no time off and it does take some time to accrue PTO leave in their banks.

Our current Extended Leave Policy is rather restrictive, requiring an employee to use three days of PTO for each instance of use, prior to accessing any extended leave. Requiring employees to use that earned PTO because they need to stay home for an illness, instead of allowing the use of the extended leave immediately, encourages employees to come to work sick. Employees have expressed concern about being in the workplace with sick colleagues prior to COVID-19, and this remains a concern now.

Attached please find a revision to the City's Extended Leave Policy language. I have also attached data that I collected from other municipalities in 2018 showing vacation, sick leave, and holiday comparisons. The majority of other municipalities allow for more leave time than the City of Manitowoc, and that leave is also generally usable on the first day of an illness.

My recommendation is to allow employees the ability to access up to 5 days of their extended leave each year without requiring the use of PTO.

Thank you.