

Policies

Subject Supplemental sick leave, interim
Section Human Resources
Approved by Andrew Scott, Deputy Chief Operating Officer
Approved on August 17, 2022

Policy Purpose

Metro's Supplemental Sick Leave Policy provides additional paid sick leave to employees for the purposes outlined below and in recognition of needs created by the ongoing presence of COVID-19.

POLICY

1. This policy is applicable to all employees including regular status, limited duration and variable hour employees. This policy is a one-time, interim policy and expires on June 30, 2023.
2. As outlined below, beginning Aug. 15, 2022, employees will receive a one-time addition of paid sick leave. This leave will be added to employee's regular sick leave banks.
3. Sick leave usage
Employees may use this supplemental sick leave for the following reasons in accordance with the Metro's Sick Leave Policy:
 - a. For mental or physical illness, injury or health condition, medical care, diagnosis and treatment, or preventive medical care of a mental or physical illness, injury or health condition, for themselves or for a qualifying family member or for any reason required by law. This provision includes reasons related to COVID-19 symptoms, illness or periods of isolation or quarantine.
 - b. When leave is for a purpose specified by FMLA or OFLA.
 - c. To address domestic violence, harassment, sexual assault, or stalking in accordance with state law and Metro's Domestic Violence, Sexual Assault, Criminal Harassment and Stalking Protections Policy.
 - d. In the event of a public health emergency which includes closure of the school or place of care of the employee's child, or by order of a public official due to a public health emergency.

4. Guidance provided in Metro’s Sick Leave Policy and collective bargaining agreements may be used for implementation of this policy including those for employee notification requirements and administration.
5. Supplemental leave calculations
 - a. Existing employees

Hours paid during study period	Supplemental sick leave
Fewer than 430 hours	12 hours
Between 430 and 859 hours	24 hours
Between 860 and 1039 hours	36 hours
Between 1040 and 1663 hours (0.50 to .79 FTE)	48 hours
1664 or more (0.80 to 1.0 FTE)	60 hours

Hours worked for each employee are determined through a review of hours paid during one or more of these study periods: FY 2018-19, FY 2019-20, FY 2020-21, and FY2021-22, with the most generous calculation applied. Employees with insufficient work histories to inform a calculation receive 40 hours.

- i. Regular status employees will be provided supplemental sick leave based on the hours calculation above.
 - ii. Variable hour employees will be provided 40 hours.
 - iii. Supplemental sick leave hours will be provided on the first pay period of hours worked.
 - c. Through June 30, 2023, employees who change positions from less than full time to full time will receive the difference in supplemental sick leave to reach the 60-hour maximum.
6. Sick leave accrual caps

Any caps on sick leave accrual outlined in collective bargaining agreements are suspended through June 30, 2023.

RESPONSIBILITIES

See responsibilities listed in existing Sick Leave Policy.

REFERENCES

Sick Leave Policy updated May 2022
oregonmetro.gov/employeeolicies