Sample Personnel Policies Addendum

March 2020

**Emergency Closure/Public Health Crisis**

At the discretion of the Executive Director, employees may be required to work from home in the event of a public health crisis or emergency. When working from home, employees are required to clearly record work and leave time on their timesheets, and proactively communicate with their supervisor regarding their current projects and availability. Employees who are working from home are expected to comply with all existing agency policies and procedures.

**Paid Administrative Leave**

The Executive Director, or their designee, has the discretion to provide Paid Administrative Leave for staff (full and part time) in the event of an emergency or public health crisis. This leave would be in addition to any sick, personal, and vacation leave accrued by the individual employee.

Examples of the types of emergencies that may be covered include fires and corresponding evacuations, environmental emergencies (hurricane, flood, tornado, etc.), emergency weather limitations, and pandemics/public health crises requiring social isolation.

This leave will be granted to all staff in a fair and reasonable manner.

Paid Administrative Leave days are not accrued, will not be paid out upon termination of employment, and will not be carried over from year to year.  If the office is closed during an employee’s previously-scheduled time off or holiday leave, the time off must still be charged to the employee’s leave balance.

The use of Paid Administrative Leave is solely the decision of the Executive Director and will be used only under the provisions that the organization cannot offer work on-site or by telecommuting.

Please acknowledge receipt of this addendum to the Personnel Policies.

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Signature and Date