



KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

Scott Feldt
County Administrator

EMERGENCY ORDER #2

Adoption of Families First Coronavirus Response Act Policies

Emergency Sick Leave

Kewaunee County provides eligible employees with emergency paid sick leave under certain conditions.

Eligibility

All employees are eligible for emergency paid sick leave except Emergency Responders. Emergency Responders includes all patrol officers, investigators, jailer/dispatchers, school liaison officers, court security officers and all the managerial or supervisory staff of the Kewaunee County Sheriff's Department.

Reason for Leave

You may take emergency paid sick leave if you are unable to work or telework because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration

- Full time employees are eligible for 80 hours of leave.
- Part-time employees are eligible for the number of hours they work, on average, over a two-week period.

Compensation

- Leave will be paid at an employee's regular rate of pay, subject to a limit of \$511 per day and \$5,110 in total, when leave is taken for reasons 1, 2, or 3.

- Leave will be paid at 2/3 of an employee's regular rate of pay, subject to a limit of \$200 per day and \$2,000 in total. where leave is taken for reasons 4, 5, or 6.

Leave Rules

- You may elect to use emergency paid sick leave before using any other accrued paid leave.
- Leave provided by the Company prior to April 1, 2020 will not count against your FFCRA leave .
- Emergency paid sick leave cannot be carried over after December 31, 2020.

Requesting Leave

If you need to take emergency paid sick leave, please contact the Administrator and Finance Department. Normal time-keeping procedures apply to all absences from work.

FFCRA - FMLA Child Leave

Kewaunee County provides eligible employees with up to 12 weeks of emergency family and medical leave for a qualifying need related to a public health emergency.

Eligibility

Emergency family and medical leave is available to all employees that have been employed by the Company for at least 30 calendar days. Emergency Responders includes all patrol officers, investigators, jailer/dispatchers, school liaison officers, court security officers and all the managerial or supervisory staff of the Kewaunee County Sheriff's Department.

Reason for Leave

Leave under this policy is limited to circumstances where you are unable to work or telework due to your need to care for your minor child because the child's school or place of childcare has been closed or is unavailable due to a public health emergency.

Requesting Leave

If you need to take emergency family and medical leave, please contact the Administrator and Finance Department. Normal time-keeping procedures apply to all absences from work.

Compensation

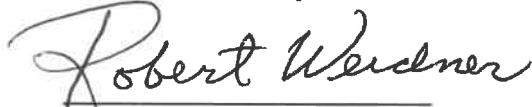
The first 10 days (two weeks) of leave are unpaid, but you may substitute any accrued paid leave, including emergency paid sick leave.

The remaining 10 weeks are paid at 2/3 of your regular rate for the number of hours you would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total).

Effective Date: April 1, 2020

Termination Date: December 31, 2020

Dated this 30th day of March, 2020.



Robert Weidner
County Board Chair



Scott Feldt
County Administrator