

**RESOLUTION 21-69**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA,  
ADOPTING A TEMPORARY PAID COVID-19 LEAVE POLICY FOR ALL  
EMPLOYEES.**

WHEREAS, the ongoing global COVID-19 pandemic has created unprecedented challenges to the City of Panama City Beach, Florida; and

WHEREAS, the Families First Coronavirus Response Act (FFCRA), which provides additional leave benefits for all Americans duly enacted and went into effect on April 1, 2020, and expired on December 31, 2020; and

WHEREAS, despite the expiration of the FFCRA which no longer requires the City to offer such paid leave, the City desires to continue to offer paid COVID-19 leave to reaffirm its commitment to the health, safety and welfare of its employees.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, FLORIDA:

1. That the COVID-19 Leave Policy attached and presented to the Council as Exhibit A to this Resolution, is hereby approved through April 30th, 2021, unless rescinded or extended by a subsequent resolution of the City Council.
2. That the appropriate officers of the City are authorized and directed to reassign sick leave/PTO taken by City employees for demonstrated COVID-related purposes (ie, testing, quarantine, and caretaking) during the period of January 1, 2021 through the effective date of this Resolution, as paid COVID-19 Leave authorized by this policy.
3. This Resolution shall be effective immediately upon its passage.

**PASSED** in regular session this 14<sup>th</sup> day of January, 2021.

**CITY OF PANAMA CITY BEACH**

By: 

Mark Sheldon, Mayor

**ATTEST:**

  
Lynne Fasone, City Clerk

## EXHBIIT A

### **COVID-19 LEAVE POLICY**

**Effective Date:** This temporary policy will be in effect for the period January 1, 2021 through April 30, 2021, or until otherwise extended or rescinded by the City Council.

**Policy:** This policy is intended to provide supplemental leave benefits that exceed the City's obligation mandated under state and federal law and no part of this policy will be effective to the extent it conflicts with federal or state law.

Full and part time employees who have been employed by the City for a minimum of thirty days may be eligible to take up to 80 hours of paid sick leave under this Policy, at the employee's regular rate of pay, for any of the following qualifying reasons:

1. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
2. The employee meets the CDC testing criteria and is seeking a medical diagnosis due to that employee's exposure to a person who has tested positive for COVID-19, or when the employee is experiencing symptoms of COVID-19;
3. The employee is caring for a minor dependent who is meets the criteria of (1) or (2) above; and
4. The employee is under a state or local isolation order because the employee, or a resident of his/her household, has tested positive for COVID-19.

This paid leave is provided in addition to existing leave provided by the City. An employee requiring leave beyond the 80 hours may supplement the remainder of COVID-19 related time off needs with existing PTO or sick bank (SK1).

No employee will be entitled to more than 80 hours of COVID-19 paid leave during the period of January 1, 2021 and the expiration date of this Policy. These hours are independent of and in addition to any FFCRA leave employees may have used in 2020.

Leave under this policy will not be approved without supporting documentation from a medical or healthcare provider. The following documentation is required for every employee requesting paid COVID-19 leave:

- The employee's name;
- The date or dates for which leave is requested;
- A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
- A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

This policy shall be applied and interpreted consistent with the paid sick leave provision of the Families First Coronavirus Act (FFCRA). In the event of a conflict between this policy and the FFCRA, this policy shall prevail.