



COVID-19 SCENARIOS BENEFITS AVAILABLE

Some leave may run concurrent with other leave and may not be independent of each other. Please contact your HR Liaison for details and leave availability. See second chart for more information whether these scenarios or benefits apply to you.

	Emergency Pandemic Leave (EPL)	Accrued Sick Leave (ESST)	Accrued Vacation	Other Accrued Leave (i.e. Comp Time)	Negative Earned Sick and Safe Time (ESST)	FMLA	Short Term Disability*	Unemployment
1 COVID-19 care for ill family member in home	✓	✓	✓	✓	✓	?	✗	✗
2 COVID-19 related lack of child care (school or daycare closure required)	✓	★	✓	✓	✓	✗	✗	★
3 COVID-19 – high risk population family/self quarantine (with doctor's note)	✓	✓	✓	✓	✓	✗	✗	★
4 COVID-19 self-illness	✓	✓	✓	✓	✓	✓	✓	✗
5 Employee or employee's dependent or household member exposed to COVID-19 and required to quarantine by medical / CDC guidance	✓	✓	✓	✓	✓	✗	✗	✗
6 Employee exhibiting illness sent home	✓	✓	✓	✓	✓	✗	✗	✗
7 COVID-19– City facility closure or reduced hours	✓	✓	✓	✓	✓	✗	✗	✓
8 Self-selected quarantine	✗	✗	✓	✓	✗	✗	✗	✗



Yes



Only 48 hours of sick leave/ESST can be used for an official school or daycare closure



Yes, with restrictions



Maybe*
Evaluated on a case-by-case basis



No

The information on this guide is meant to provide general COVID-19 situations and benefits. Medical certification may be required for any leave used. For specific questions, you should consult with your HR Liaison.



Some leave may run concurrent with other leave and may not be independent of each other. Please contact your HR Liaison for details and leave availability.

	Availability	Employee Type	Leave Apply in the Following Scenarios	Duration	Compensation to Employee
Emergency Pandemic Leave (EPL) City – through MOA Executive Order	All City Employees from first day of employment; Effective 3.28.20	All City Employees	Have a COVID-19 Related Reason	80 hours for full time Employee; Pro-rated for part time Employees	Regular Pay
Accrued Sick Includes Earned Sick and Safe Time (ESST) City – through CBA, City Ordinance, City policy	Individual Balances Vary	All City Employees**; except Trades **Include paid interns	Expanded Under EPL	Varies by available individual balances	Regular Pay
Accrued Vacation City – through CBA or Policy	Individual Balances Vary	All City Employees, except Trades and temporaries	May Use Under EPL	Varies by available individual balances	Regular Pay
Other Accrued Leaves City – through CBA or Policy	Individual Balances Vary	All Employees, except Trades and temporaries	May Use Under EPL	Varies by available individual balances	Regular Pay
Negative ESST City – through EPLMOA and Executive Order	After exhaustion of EPL and Accrued Leaves; Effective 3.28.20	All City Employees**; except Trades **Include paid interns	Have a COVID-19 related reason	80 hours if full time; up to 48 hours if part time - pro-rated	Regular Pay
Short Term Disability Per Short Term Disability Insurance Contract	After one week waiting period	Employees who chose coverage during open enrollment and are enrolled	Have a COVID-19 illness (employee's injury only)	Up to six (6) months with a one week waiting period with a doctor's certification	Depends on what level of coverage was purchased by employee; the maximum coverage that could have been purchased was 66% of monthly salary
Unemployment Compensation Minnesota State Law,expanded by Governor's Executive Order	As soon as employee applies for unemployment and is accepted by DEED	Employees who are separated from employment or are losing work, or lack of childcare, due to COVID-19	Needs to have a COVID-19 related loss of income or reason	Needs to be a COVID-19 related loss of income or reason	Approximately 50% of your average weekly salary with a maximum of \$740 /week