



City of Memphis Temporary Leave and Travel Policy

PM-46-04

Section: 46-00, LEAVE WITH PAY

I. PURPOSE AND SCOPE

The City of Memphis is responding to the coronavirus (COVID-19) pandemic with rules and regulations that include providing temporary leave and travel provisions for all employees. This policy is necessary to promote employee and public health and safety, while also mitigating the City's operational impact, in light of the health emergency that has been declared.

This policy is effective immediately by proclamation of the Mayor, pursuant to his powers under City of Memphis Ordinances 9-8-4 and 2-58-7, and will remain in effect until further notice. This policy shall supersede any other policy, rule or regulation that may be inconsistent with it.

II. POLICY STATEMENT

The City of Memphis is requesting that all employees assess their level of exposure risk by using the CDC's guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

Based on risk and close contact the following definition applies:

Close Contact - Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

High Exposure Risk - Living in the same household as, being an intimate partner of, or providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection without using recommended precautions for home care and home isolation. Also, travel to high-risk locations (see section 4).

Medium Exposure Risk - Close contact with a person with symptomatic laboratory-confirmed COVID-19; On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; Living in the same household as, an intimate partner of, or caring for a person in a non-healthcare setting (such as a home) to a person with symptomatic laboratory-confirmed COVID-19 infection while consistently using recommended precautions for home care and home isolation.

*Any employee with high or medium exposure risk **will be required to remain out of the workplace for fourteen (14) days from estimated last day of exposure regardless of displayed symptoms.***



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Low Exposure Risk - Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period but not meeting the definition of close contact. Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room.

III. POLICY

Full-time and part-time City of Memphis employees may use this policy for the illness of themselves or the following family members **only**:

- Parent
- Step-parent
- Child
- Step-child
- Spouse

1. Full-Time Employee (High/Medium Exposure Risk)

Full-time City of Memphis employees (**High/Medium Exposure Risk**) may use accrued and donated leaves in the following order:

- Sick Leave
- Donated Leave (for current sick leave bank participants)
- Vacation and Bonus Leave
- Borrowed Sick Leave (up to 80 hours for 8-hour employees, and 96 - 144 hours for 24-hour employees)

Procedure

Employees will need to use normal departmental sick leave notification procedures to access this benefit. If this benefit is used, the high/medium-risk exposure employee cannot return to work without physician or health official clearance.

2. Full-Time Employee (Low or Limited Exposure Risk)

Full-time City of Memphis employees identified as **low or limited exposure** risk may use sick leave days for up to 3 days for 8-hour employees and up to 48 hours for 24-hour employees.

Procedure

Employees will need to use normal departmental sick leave notification procedures to access this benefit. If this benefit is used, the low risk exposure employee cannot return to work without



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physician or health official clearance. The City may request additional documentation if an employee requires an absence longer than 3 days (48 hours for 24-hour employees), or requires leave for additional occurrences.

3. Part-Time Employee (High/Medium Exposure Risk)

Part-time City of Memphis employees (**High/Medium Risk**) may be paid for fourteen (14) days after being identified as having high or medium coronavirus exposure risk. Payment will be based on the part-time employees' monthly average of hours worked and 100% of current wage rate.

Procedure

Employees will need to use normal departmental leave notification procedures to access this benefit. If this benefit is used, the high/medium-risk exposure employee cannot return to work without physician or health official clearance.

For any salary continuity after the fourteen day period, the part-time employee may send a written request to his or her Division Director for approval.

IV. TRAVEL

a. Business Travel

The City of Memphis has suspended all business travel until further notice. If you believe your business travel is essential to City operations, please contact your Division Director for approval. The Division Director will then need to get approval from the COO's office for any business travel.

b. Personal Travel as of March 5, 2020

Any employee or contractor traveling to or through a high-risk location since March 5, 2020 **will be required to remain out of the workplace for 14 days from the day the individual returned to Memphis from travel regardless of displayed symptoms.** High-risk locations are those locations with a high number of COVID-19 cases, which includes: all international locations, a cruise to any location, the States of Washington, Florida, California, the region of New York City, City of New Orleans, and any other area which is identified by the CDC as a high-risk location.

Procedure

Travel to any high-risk location requires notification before or after travel to your Division Director and HR by using this form: <https://fs29.formsite.com/CityofMemphis/selfreporttravel/index.html> .



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Upon returning from a high-risk location, take the following actions:

- Do not return to work. Once you return to Memphis, contact your Division Director or his or her designee. You will be requested to self-quarantine for 14 days from your day of return. You may be asked to telecommute or take leave during this time.
- If you have symptoms (i.e. fever, cough, shortness of breath), contact your primary care physician. Person should seek health advice from primary care physician to determine if medical evaluation is needed.
- If you traveled and have no symptoms, CDC recommends self-observation and isolation.

It is recommended that personal travel be limited to only essential travel.

For additional information please go to:

<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

If you have any questions regarding this policy, please email memphishr@memphistn.gov.