

TO: City of Memphis Timekeepers

FROM: Chief Alexandria Smith
Chief Shirley Ford

DATE: March 19, 2020

SUBJECT: Emergency Time Off (ETO) Procedural Memorandum

I POLICY BRIEF AND MEMORANDUM PURPOSE

The City of Memphis is responding to the coronavirus (COVID-10) pandemic with rules and regulations which include provisions for temporary leave for all employees. This memorandum is provided to assist timekeepers in the proper execution of leave requests for both medium/high risk full and part-time employees (See PM-46-04 for risk and close contact definitions). Please note that this guidance is provided in keeping with PM-46-04. All statements made in the actual policy are the overriding governing authority of this procedural memorandum.

II SCOPE

This procedural document shall be applied to both full-time and part-time City of Memphis employees for the illness of themselves or the following family members **only**:

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

III PROCEDURE

In general, employees should use the normal departmental sick leave notification procedures. If the ETO is used by any employee, he or she cannot return to work without clearance from a physician or other health official. Timekeepers should coordinate correspondence to and from Directors to lessen the burden this extra documentation will require. Timekeepers should also ensure that employee leave time meeting the requirements for ETO as outlined in this procedure is properly coded to the newly established "Emergency Time Off" element in the Oracle EBS system.

Part-time employees

High/medium risk part-time employees may be paid for fourteen (14) days after being identified as having high or medium coronavirus exposure risk. Timekeepers should code this time off to the Emergency Time Off (ETO) element into the Oracle EBS system. Employees may be required to submit a physician's note or other medical certification. Payroll check amounts will be calculated based on the part-time employees' monthly average of hours worked multiplied by 100% of the employee's current wage rate.

If the employee requires salary continuity after the fourteen-day period as evidenced by written documentation provided by physician or other health official, written request and documentation must be submitted to the Division Director for approval.

Full-time employees

High/medium risk full-time employees may use “borrowed” sick leave days **only** after all accrued and donated leaves have been exhausted in the following order:

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

**The Borrowed Sick Leave should be coded to the Emergency Time Off (ETO) element into the Oracle EBS system. Please note that this is borrowed leave that will be offset by subsequently earned sick leave. An employee who is indebted to the City of Memphis for borrowed sick leave and separates from employment with the City of Memphis will be required to refund the amount of borrowed leave or the City of Memphis may deduct that amount from any pay due the employee upon separation. However, if the employee dies, retires for disability, or is separated or resigns because of disability, the requirement to repay does not apply. The City of Memphis makes the determination as to whether an employee has separated or resigned because of disability.

Questions regarding execution of these procedures should be directed to the Comptroller’s office:

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