1. **Title**

*Paid Time Off for Covid-19 and Related Reasons*

1. **Statement of Purpose**

To establish guidelines for use of Admin ETO and employees’ paid leave balances for time off due to Covid-19 reasons.

1. **Policy**

In the event that an employee is exposed to or contracts the Coronavirus through the workplace, Cogdell Memorial Hospital will pay the employee Administrative ETO (AdminETO) for the time that the employee is off work in accordance with the guidelines below. AdminETO may also be used for other Covid-19 related events, as determined by Cogdell, as long as it is not due to travel to an “at risk” location (refer to EH policy 5002).

Examples of Covid-19 related events are:

A daycare facility closes due to a daycare employee(s) testing positive for Coronavirus which then requires that the Cogdell employee stay home with their child temporarily until other childcare arrangements can be made;

Employee is required to quarantine due to exposure to a family member or other individual, *outside of the workplace*, that has tested positive for the Coronavirus;

An employee must quarantine while a family member is being tested for Coronavirus

The following guidelines will be followed for Covid-19 events:

1. If the exposure occurred due to personal travel to an “at risk” area as defined by the Texas Department of State Health Services then the employee’s paid leave benefits will be used per HR 1.33. Per policy HR 1.33, 24 hours of PTO must be used before ETO hours can be used. (Note: Refer to the DSHS website for the most up to date travel information).
2. If the employee is exposed or contracts Coronavirus other than outlined as above then ETO may be used first then PTO once ETO hours have been exhausted.
3. AdminETO will be used only one time for a Covid-19 related occurrences (outside the workplace) with a *maximum of 14 days*. For example, Jane Doe is off due to a Covid-19 related event for 10 days, returns to work, then at a later date must be off again. AdminETO will only be used for the first occurrence then the employee’s paid leave with be used thereafter, regardless of whether the later leave is for a COVID-19 related event.
4. If an employee utilizes AdminETO under this policy and later receives income replacement pay from any other source for the same leave time, the employee will be required to reimburse Cogdell for the AdminETO pay received, and Cogdell will be entitled to deduct such amounts from the employee’s available paid leave time, or from the employee’s pay.
5. **Definitions**

Administrative ETO (AdminETO) is a sick leave benefit provided to an employee(s) in lieu of utilizing the employee’s accrued paid leave balances. Paid Time Off (PTO) and Extended Time Off (ETO) are accrued benefits that eligible employees receive each pay period.

1. **Relevant Federal and State Statutes**

Exempt from the Families First Coronavirus Response Act

1. **Related CMH Documents**

HR 1.33 Paid Time Off/Extended Time Off; EH 5002 Travel Restrictions, Requirements and Considerations

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| *Originated:*  | *Effective:* |
| *Reviewed with Changes* | *Immediately*  |
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1. **Contact Information**

Belinda Kerr, HR Director