



<b>Title:</b>	COVID-19 Supplemental Leave Authorization
<b>Number:</b>	312
<b>Effective:</b>	January 19, 2021
<b>Cancels:</b>	Resolution No. 2020-07
<b>Prepared by:</b>	Danette Brannin, General Manager
<b>Approved by:</b>	Authority Board Resolution No. 2021-04

## **POL-312 - COVID-19 SUPPLEMENTAL LEAVE AUTHORIZATION**

This policy applies to all Mason Transit Authority (MTA) regular full-time employees and Primary Worker/Driver employees.

### **1.0 Purpose**

- 1.1** On February 29, 2020, Washington State Governor Jay Inslee issued Emergency Proclamation 20-05, as follows: “On January 21, 2020, the Washington State Department of Health confirmed the first case of the novel coronavirus (COVID-19) in the United States in Snohomish County, Washington...I, Jay Inslee, Governor of the state of Washington, as a result of the above noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim that a State of Emergency exists in all counties in the state of Washington...” COVID-19 is a respiratory disease caused by a new virus called SARS-CoV-2. The most common symptoms of the disease are fever, cough, and shortness of breath. Most people with COVID-19 will experience mild disease but some may get sicker and may need to be hospitalized. COVID-19 may result in death among vulnerable members of the population.
- 1.2** MTA provides paid time off for vacation, personal days and sick leave to all full-time employees and personal days and sick leave to those in the Worker/Driver classification as described in the Employee Handbook and Policies.
- 1.3** The purpose of this COVID-19 Supplemental Leave Authorization is to provide MTA employees with supplemental leave that is distinct from and in addition to other types of leave pursuant to MTA policy. It is in the best interest of all MTA employees to avoid the spread of COVID-19 in our workplace and in our community to the extent possible. Accordingly, MTA’s intent in providing this supplemental leave is to reduce the risk of transmission of COVID-19 in the workplace by increasing the likelihood that employees who exhibit any of the common symptoms of COVID-19, namely fever, cough, or shortness of breath (the “**Common Symptoms**”), or who reside with someone who exhibits any of those symptoms, will remain away from the workplace until they no longer have the potential to infect others. The purpose also includes protecting those employees who are considered high risk or reside with a family member that is considered high risk and if an employee must quarantine while waiting for test results.



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## 2.0 Supplemental Leave Authorization

**2.1** Effective immediately, all MTA employees are eligible for COVID-19 Supplemental Leave (“**Supplemental Leave**”), subject to the terms and conditions set forth herein. Regular full-time employees are eligible for up to eighty (80) hours of Supplemental Leave; Worker/Drivers are eligible for up to fifty (50) hours of Supplemental Leave. The amount of Supplemental Leave granted under this Authorization may be increased, at the discretion of the General Manager and notification to the Board.

**2.2** An employee is authorized to use Supplemental Leave for the following reasons:

- o An absence resulting from the employee having tested positive for COVID-19, or exhibiting any of the Common Symptoms of COVID-19;
- o An absence resulting from the employee residing with someone who has tested positive for COVID-19 or who exhibits any of the Common Symptoms;
- o When the employee’s child’s school or place of care has been closed for reasons related to COVID-19, in which case Supplemental Leave may be used until alternate care is established;
- o When the employee’s workplace has been closed by order of a public official or by the General Manager for reasons related to COVID-19.
- o When an employee is considered high risk or resides with someone who is considered high risk.
- o While an employee or someone residing in their home is awaiting COVID-19 test results and must be quarantined.

**2.3** Any employee who experiences any of the Common Symptoms while at work shall inform his or her supervisor immediately and shall leave the workplace. In that event, the employee shall receive paid administrative leave for the balance of that workday. Any employee who experiences any of the Common Symptoms before



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reporting to work, or who resides with someone who exhibits any Common Symptoms, shall remain at home and shall contact his or her supervisor as soon as possible.

- 2.4** Any employee who reports any of the Common Symptoms or tests positive for COVID-19, or who resides with someone who exhibits any Common Symptoms or tests positive, will be required to remain at home or under prescribed care until 72 hours after the symptoms get better or, if under medical care, until medically cleared to return to work. For regular full-time employees who are absent from work under these circumstances, the first eighty (80) hours of leave will be charged to Supplemental Leave. For Primary Worker/Drivers who are absent from work under these circumstances, the first fifty (50) hours of leave will be charged to Supplemental Leave. Any absence beyond that which is covered by Supplemental Leave will be charged to vacation or sick leave according to the policies set forth for such usage before leave without pay is granted. Supplemental Leave will be compensated in the same manner as MTA calculates wages for other leave classifications.
- 2.5** Upon return to work, an employee must provide a negative test result for themselves or for someone residing in their home who required testing.
- 2.6** Supplemental Leave may be used in increments of no less than eight (8) hours for regular full-time employees and five (5) hours for Primary Worker/Driver employees.
- 2.7** If the need for Supplemental Leave is foreseeable, the employee must provide reasonable advance notice to his or her supervisor. If the need is not foreseeable, the employee must notify his or her supervisor as soon as practicable.
- 2.8** Supplemental Leave shall be available until the General Manager, in sole discretion, determines that this Authorization is no longer needed. Any unused Supplemental Leave shall be forfeited and will not be paid out upon termination of this Authorization.
- 2.9** Unused Supplemental Leave will not be paid out upon separation from employment.
- 2.10** This Authorization addresses absences for reasons associated with preventing or containing the spread of COVID-19 and protecting high-risk employees and does not



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cover absences for any other reason. The terms and conditions set forth herein do not replace, amend, or supplement any terms or conditions of employment stated in any other MTA policy or in the Collective Bargaining Agreements between MTA and the International Association of Aerospace and Machinist, Local Lodge 160.

- 2.11** MTA may require an employee who uses Supplemental Leave to provide certification that the Supplemental Leave was used for a proper purpose as set forth in this Authorization. Any absence that is improperly charged to Supplemental Leave will be charged to that employee’s vacation or appropriate sick leave, or, if none, as unpaid leave, and any unused Supplemental Leave will be forfeited.
- 2.12** Supplemental Leave is not eligible for donation under MTA’s Shared Leave program.