



# ZION-BENTON PUBLIC LIBRARY

## TEMPORARY COVID SICK LEAVE POLICY

For calendar year 2023, a pool of hours for paid COVID-19 sick leave will be made available for all staff, based upon two weeks of regularly scheduled hours. This pool is a resource for all staff to use once all other leave accruals are exhausted.

The term “week” is defined as the staff member’s weekly budgeted hours as of January 1, 2023. This policy shall provide coverage to employees in the following instances:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 and is unable to work remotely;
2. has been advised by a health care provider to self-quarantine related to COVID19;
3. is following the Illinois Department of Public Health guidance on quarantining due to a COVID exposure or travel;
4. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
5. has tested positive for COVID-19 and must isolate according to Illinois Department of Public Health guidance;
6. subject to an order described in (1) or self-quarantine as described in (2) is caring for a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A child is defined as a stepchild, legal ward, or a child of a person standing in loco parentis;
7. is caring for a child whose school or place of care is not open (or child care provider is unavailable) due to COVID-19 related reasons.



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In the event that a new state or federal law granting paid sick leave for COVID related reasons is passed, the leave granted under this policy will be used concurrently with any new requirements. There will be no payment for the unused sick leave pay under this Temporary Policy. The sick leave may not be carried-over and expires on December 31, 2023. Paid sick leave granted under this Temporary Policy is not eligible for conversion to IMRF service. This policy shall expire on December 31, 2023.

The Library reserves the right to request documentation to verify the temporary sick leave, on a case-by-case basis.

Should this pool go below 250 hours, the Board will be alerted.