

Paid Emergency Leave

During a local emergency declared by Lake County or a contiguous county where a Lake County employee resides, the Board of Supervisors desires to provide support to affected employees by providing paid leave for those permanent employees eligible for Paid Emergency Leave. There are two types of Paid Emergency Leave: Workplace Emergency and Home Emergency.

Paid Emergency Leave is available to eligible employees during a locally declared emergency for which the County Administrative Officer (**CAO**) or designee has declared that the Paid Emergency Leave will apply.

Workplace Emergency:

To be eligible for Paid Emergency Leave related to a workplace emergency an employee must have been absent from work for one of the following reasons:

- 1) The employee's County workplace was evacuated due to the emergency during the work day, and the employee was sent home rather than to an alternate worksite or disaster service worker assignment.
- 2) The employee's workplace was unavailable due to **mandatory** evacuation related to the emergency at the beginning of the workday, and the employee was not directed to report to an alternate worksite or to a disaster service worker assignment.

An employee is eligible for up to **8 40** total hours of Paid Emergency Leave, **subject to declaration by the CAO on a day-by-day basis**, for any single qualifying emergency (**no longer than the length of a related mandatory evacuation**) to cover the work time lost due to one of the two reasons listed above. **During emergency events in which PEL is allowed, Department Heads are strongly encouraged to find alternative worksites for employees displaced by workplace emergencies.** Permanent part-time employees shall receive a pro-rata share of the Paid Emergency Leave in proportion to their regularly scheduled work hours. Paid Emergency Leave may be taken in full or part-day absences.

Home Emergency:

To be eligible for Paid Emergency Leave related to a home emergency, an employee must first have been absent (using either applicable paid accruals or leave without pay if applicable paid accruals are unavailable) from regularly scheduled work for 24 cumulative hours (pro-rated for permanent part-time employees) for one or more of the following reasons:

- 1) The home of the County employee has been destroyed or severely damaged making it uninhabitable.
- 2) The County employee has been evacuated from his/her home and has not been able to return to his/her home or to work for a period of at least 3 working days.

An employee is ~~then~~ eligible for up to 24 total hours of Paid County Emergency Leave for any single qualifying emergency to cover related subsequent absence(s) from regularly scheduled work hours, provided that one or more of the two reasons listed above still exists. Permanent part-time employees shall receive a pro-rata share of the Paid Emergency Leave in proportion to their regularly scheduled work hours. Paid Emergency Leave may be taken in full or part-day absences