

PAID EMERGENCY LEAVE (PEL)
Proposed Amendment 03/26/19

~~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 employees affected by emergencies, by providing paid leave for those permanent employees who are eligible for PEL.

There are two types of PEL: Workplace Emergency and Home Emergency.

Workplace Emergency:

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

To be eligible for Workplace Emergency PEL, 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 (DSW) assignment.
- 2) The employee's workplace was unavailable due to 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 DSW assignment.

An employee is eligible for up to forty (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 evacuation) to cover regularly scheduled work hours lost due to one of the two reasons listed above.

An employee is eligible for PEL under this section, provided s/he ~~did not refuse a directive to report to work as a Disaster Service Worker (DSW), during the emergency, absent good cause, subject to CAO determination. Good cause may include employee's own health, caring for a dependent family member, evacuation out of County or other circumstances.~~ **was continuously available during regularly scheduled work hours for duty as at DSW, responds within sixty (60) minutes to messages from the employee's department, and reports for duty within four (4) hours upon request unless communications are down or travel is impeded.**

An employee who reports to work as a DSW but is released from duty by supervision will be eligible for PEL.

Permanent part-time employees shall receive a pro-rata share of the PEL in proportion to their regularly scheduled work hours.

An employee who is not available for duty as a DSW for good cause (employee's own health, care of dependent family member, evacuated out of County) will not be eligible for PEL, but will be approved to use applicable paid leave accruals or unpaid leave without pay during the incident.

PAID EMERGENCY LEAVE (PEL)
Proposed Amendment 03/26/19

An employee pre-approved to use paid leave accruals prior to the incident, and not required or available for duty as a DSW, will not be eligible for PEL.

During emergency events in which PEL is allowed, Department Heads are strongly encouraged to find alternative worksites for employees displaced by workplace emergencies.

Home Emergency:

To be eligible for PEL 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 twenty-four (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 three (3) working days.

An employee is eligible for up to twenty-four (24) total hours of PEL 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 PEL in proportion to their regularly scheduled work hours.

PEL may be taken in full or part-day absences.