



GREG BROCKMEYER
Director of Administration

COUNTY OF DANE

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Date: March 13, 2020

To: All Department Heads

From: Greg Brockmeyer
Director of Administration

Subject: Proposed Temporary Exception to the Employee Benefit Handbook
Regarding the use of Vacation, Sick Leave, Holiday and other paid leave

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary situational exceptions to the Employee Benefit Handbook after reasonable notice to and if requested, meeting with interested stakeholders.

I have asked all Department Heads to distribute the following proposed exception to employees, the appropriate Employee Group Representative, and any other interested stakeholders. If concerns regarding the implementation of the exception are raised, I will schedule a meeting with the parties.

**EXCEPTION TO EBH: USE OF VACATION, SICK LEAVE, HOLIDAY, OTHER PAID LEAVE AND LEAVE WITHOUT PAY,
DURING THE MANDATORY 14 CALENDAR DAY PROHIBITION ON RETURNING TO WORK AFTER TRAVEL TO
CERTAIN STATES WITH COVID-19**

1. Due to the spread of COVID-19 in the Dane County area, employees who travel domestically to any state with more than 10 cases of COVID-19 will not be authorized to return to their workplace for 14 calendar days after their return to Dane County.
2. Employees who expect to travel to a state that may have more than 10 cases of COVID-19 by the day prior to travel must notify their supervisor of their travel plans. Supervisors will discuss with employees how to handle the employee's absence for the portion of the 14 days that occur during a work week.
3. An employee who travels to one of these states may be permitted to work from home during the portion of the 14 days that occur during a work week, if the supervisor determines, in their sole discretion, that it is in the best interest of the department to allow the employee to do so. An employee is required to work from home if the supervisor determines it should be authorized.
4. Employees who are not permitted to work from home will be required to use vacation, holiday, sabbatical hours, sick leave or any other paid time while they are not at work.

5. Employees who do not have sufficient hours of paid leave to cover the portion of the 14 days that occur during a work week will be permitted to take leave without pay.
6. Employees who had previously notified their supervisor of a vacation that involves travel to a state with more than 10 cases of COVID-19 on or before March 10, 2020 and who are unable to work from home shall be required to use vacation, holiday, sabbatical hours, sick leave or any other paid time while they are not at work. However, such employees shall be made whole by granting them the same number of paid time hours that was used during the 14 days, and by excusing any use of sick leave during the 14 days from the calculation used to determine the employee's share of disability insurance premiums. If such employees do not have sufficient hours of paid leave to cover the portion of the 14 days that occur during a work week, they will be permitted to take leave without pay but will be reimbursed for any lost wages at the next pay period.
7. The temporary exception set forth above shall remain in effect until further notice.

CC: Amy Utzig, Director of Human Resources