



Emergency Paid Sick Leave Policy

In light of the COVID-19 epidemic, our Wisconsin Youth Company's ("Organization") commitment to the safety and well-being of its employees and other members of the community, the Organization has adopted this temporary Emergency Paid Sick Leave ("EPSL") Policy (the "Policy"). Under the Policy, employees may take a paid leave of absence, up to a maximum of two weeks of paid sick leave in addition to other paid leave provided by the Organization to the employee, subject to the terms and conditions outlined below:

- A. **Eligibility:** All employees are eligible for EPSL. Under this policy, employees who are normally scheduled to work 40 hours per week are eligible for up to a maximum of 80 hours of EPSL this calendar year. Employees who normally work less than 40 hours per week are entitled to a pro-rated amount of EPSL based on the average number of hours the employee works during a two-week period, up to a maximum of 80 hours of EPSL. (For example, employees who work 48 hours during a normal two-week period, will be eligible for up to 48 hours of EPSL.) For such employees whose schedule varies from week to week to such an extent that the Organization is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken EPSL, the Organization will calculate an average number of hours.
- B. **Reasons for Emergency Paid Sick Leave:** An employee may use this EPSL if the employee is unable to work or telework because:
 - 1. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis, awaiting test results, or tested positive for COVID-19;
 - 2. The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19, or has been advised by a health provider to self-quarantine due to concerns related to COVID-19;
 - 3. The employee is caring for the employee's child because the child's school or place of child care has been closed due to COVID-19.
 - 4. The employee is experiencing side effects from a COVID-19 vaccination and is unable to work.
- C. **Carryover:** EPSL provided will not carry over to the following calendar year and is in addition to any paid sick leave currently provided by the Organization.
- D. **Request to use Emergency Paid Sick Leave:** An employee who seeks to use this EPSL is required to communicate with Human Resources, stating the reason the leave is requested.
- E. **Reasonable Notice:** After the first workday (or portion thereof) an employee receives EPSL under this policy, the Organization may, in its sole discretion, require the employee to provide reasonable notice of the need for additional EPSL in order to continue receiving such EPSL.

- F. Termination: If an employee's employment should end for any reason, any unused EPSL will not be paid out as wages upon termination, and shall be forfeited by the employee.
- G. Calculation of Rate of Pay During EPSL: Employees will receive their full pay during any period of EPSL that is taken for a use described in paragraph 1 and 4 of section B of this policy. Employees will receive 2/3 of their regular rate of pay during any period of EPSL that is taken for a use described in paragraph 2 or 3 of section B of this policy.
- H. Return to Work: Prior to returning to work, employees will be required to submit documentation, certifying that the employee does not present a risk of spreading COVID-19 in the workplace.
- I. Overtime: EPSL does not count as hours worked for purposes of calculating an employee's entitlement to overtime.
- J. Documentation: The Organization may, in its sole discretion, request that employees provide documentation to support a request for EPSL, and will notify employees if documentation is required.
- K. Effective Date and Expiration: This policy becomes effective on January 1, 2022 and shall expire on June 10, 2022, or earlier upon such notice from the Organization.