

Wisconsin Youth Company Employee Handbook

Emergency Paid Sick Leave

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 the employee received a positive PCR test for COVID-19.
- 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 provide positive PCR test results.
- E. **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.
- F. **Calculation of Rate of Pay During EPSL:** Employees will receive their full pay during any period of EPSL.
- G. **Return to Work:** Employee may return to work under CDC guidelines for ending isolation. If an employee is out more than the required 5 days, it is the employees' responsibility to communicate this to their supervisor.
- H. **Overtime:** EPSL does not count as hours worked for purposes of calculating an employee's entitlement to overtime.
- I. **Effective Date and Expiration:** This policy becomes effective on August 15, 2022 and shall expire on December 31, 2022, or earlier upon such notice from the Organization.