

To: HRLs
From: William M. Brown, Human Resources Director
CC: Department Directors
Re: COVID-19 State of Emergency, Temporary Policy Change
Date: 3/18/2020

The purpose of this memo is to provide an update on a temporary change to the City of Cincinnati's Donated Time policy to address concerns related to COVID-19. Donated Time clauses in collective bargaining agreements are being addressed with the applicable unions.

Impact on City Policies, Procedures

The following temporary update is being enacted to allow employees affected by COVID-19 who have exhausted all leave balances to request additional leave under the City's donated time policy from coworkers.

This policy update will begin immediately and remain in effect until further notice from the City Manager.

Donated Time

Effective immediately, the City of Cincinnati's donated time guidelines, laid out in Human Resources Police 4.3 and the various collective bargaining agreements, will be expanded to include the donation of sick time (in addition to Vacation time) under the following guidelines.

Employees will be allowed to donate up to 40 hours of Sick Leave, with the condition that the employee's sick balance cannot drop below at least 80-hours, to an employee who has exhausted his or her own accrued time balances pursuant to one of the following circumstances:

- The employee was sent home by the Department due to exhibiting symptoms of COVID-19.
- The employee is quarantined due to COVID-19. This may include employees that are quarantined due to a diagnosis or positive test, or those that have received an order from a doctor to quarantine due to exhibiting symptoms of the virus, awaiting COVID-19 test results, or coming into contact with an infected person.
- The employee is hospitalized due to COVID-19.
- The employee is caring for their minor children due to a school closing.