

**HERTFORD COUNTY PERSONNEL ORDINANCE AMENDMENT**  
**IN ACCORDANCE WITH THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT**  
**(FFCRA)**

In accordance with the Families First Coronavirus Response Act (FFCRA), Hertford County will provide leave for all employees, with the exception of contracted employees, to address employee sick leave due to COVID-19 related reasons. Leave under this policy consists of the following:

**A. COVID-19 Sick Leave**

1. Eighty (80) hours of paid sick leave for a full-time employee who is “Sick”, related to COVID-19, as defined below:

“Sick” for purposes of this Section A, means the employee is unable to work (or telework) due to one or more of the following reasons:

- (a) being subject to a federal, state, or local quarantine order related to COVID-19;
  - (b) having been advised by a health care provider to self-quarantine;
  - (c) experiencing symptoms of COVID-19 and is seeking a diagnosis;
  - (d) caring for an individual that is subject to an order for quarantine; or,
  - (e) caring for the employee’s son or daughter because the child’s school is closed and/or their regular caregiver is unavailable, for a COVID-19 related reason.
- (1) This leave will replace all of the employee’s wages up to a maximum of \$511 per day, not to exceed \$5,110 per employee, for their own use (subsections a, b, and c above)
  - (2) If the employees’ absence is necessitated by caring for others (subsections d and e above) the cap is two thirds of the employees’ wages up to a maximum of \$200 per day, not to exceed \$2,000 per employee.
2. Part-time employees are entitled to be paid COVID-19 Sick leave on a pro rata basis calculated based upon the number of hours that such part-time employee works on average every two weeks.

**B. COVID-19 Family Leave**

1. Twelve (12) weeks of paid family leave for employees, who have been employed for at least 30 days, to care for a minor child, in the event of the closure of the child’s school or if the child’s regular childcare provider is unavailable due to the COVID-19 public health emergency.


- a) The first ten (10) days are unpaid; however, an employee can utilize paid sick leave under this policy, or any other accrued but unused sick or other paid time off, to offset the first 10 unpaid days.
  - b) This leave will replace at least two-thirds of the employee's wages up to a maximum of \$200 per day, not to exceed \$10,000 per employee.
  - c) Part-time employees are eligible on a pro rata basis, calculated based on the average number of hours worked during the previous six months before taking leave.
2. Pursuant to Section 3105 of the FFCRA, COVID-19 Family Leave is excluded and not available to Hertford County EMS personnel or law enforcement officers.

Employees shall request leave under this policy in accordance with current leave request policies/procedures.

Employees will have to notate time used under this policy on a revised timesheet.

This FFCRA Policy is effective as of April 2, 2020, and expires on December 31, 2020, unless extended.

Adopted: April 6, 2020

  
The Honorable Ronald J. Gatling, Chairman  
Hertford County Board of Commissioners