



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.12.

8/3/2021

Subject:

COVID-19 Administrative Leave Policy

Fiscal Impact:

In some cases, there may not be a fiscal impact. In cases where there may be a fiscal impact, the County could use American Rescue Plan Act (ARPA) Plan funding.

Dept/Office:

Human Resources

Requested Action:

It is requested that the Board of County Commissioners adopt a COVID-19 Administrative Leave Policy that provides an option to utilize administrative leave for employees that are fully vaccinated in lieu of using their accrued leave. The administrative leave would only be for the purpose of personal COVID-19 related absences.

Summary Explanation and Background:

In response to the recent increase in COVID-19 cases in Brevard County, the following BCC COVID-19 Administrative Leave Policy is proposed to provide an incentive for being vaccinated and additional level of relief to vaccinated employees who thereafter are personally affected by COVID-19 illnesses.

It is requested that employees who have tested positive for COVID-19, whose absence from work is in accordance with CDC guidance in effect at that time, and have voluntarily provided proof of vaccination, be eligible for up to eighty (80) hours of COVID-19 administrative leave (or the equivalent of a two-week work schedule for employees not on a forty (40) hour schedule). This administrative leave option will only be available through December 31, 2021.

In order to receive this voluntary benefit, employees must provide documentation of a positive COVID-19 test result and proof of vaccination to their department time keeper in order to make the appropriate entries into the employee timekeeping system. This transaction can be handled as a retroactive payroll adjustment in order to limit COVID exposures in the workplace.

Consistent with Merit System policies, employees who do not provide documentation of a positive COVID test and being fully vaccinated will be required to utilize their accrued leave for sick leave absences.

Reasonable accommodations will be made for employees in accordance with Federal and/or State law.

Clerk to the Board Instructions:



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August 4, 2021

M E M O R A N D U M

TO: Jerry Visco, Human Resources Director

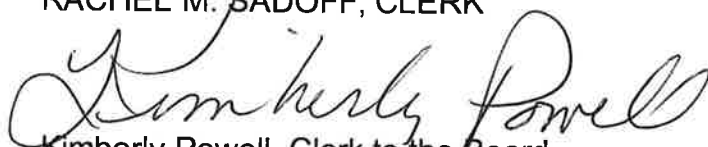
RE: Item F.12., COVID-19 Administrative Leave Policy

The Board of County Commissioners, in regular session on August 3, 2021, denied approval of the COVID-19 Administrative Leave Policy that provided an option to utilize administrative leave for employees who are fully-vaccinated, in lieu of using their accrued leave.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

/ds



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC#
Cancels:
Approved:
Originator: Human Resources Office
Review: 12/31/2021

TITLE:

I. Objective

In response to the recent increase in COVID-19 cases in Brevard County, the following COVID-19 Administrative Leave Policy provides an additional level of relief to fully vaccinated employees for COVID-19 related personal absences from the workplace through December 31, 2021.

II. Definitions and References

Centers for Disease Control (CDC) guidance
State and Local Executive Orders relative to COVID-19 responses
Brevard County Merit System Policy and Procedure IX - Leave
Employees – For purposes of this Policy, employees shall mean all employees working for the Board of County Commissioners.

III. Directives

- A. In response to COVID-19 related activity in Brevard County, this BCC Administrative Leave Policy is proposed to provide an additional level of relief to employees affected by COVID illnesses.
- B. Employees who have tested positive for COVID-19, and whose absence from work is in accordance with their following CDC guidance in effect at that time, and have voluntarily provided proof of vaccination, will be eligible for up to eighty (80) hours of COVID administrative leave (or the equivalent of a two-week work schedule for employees not on a forty (40) hour schedule).
- C. This administrative leave option will only be available through December 31, 2021.
- D. In order to receive this voluntary benefit, employees must provide documentation of a positive COVID test result and proof of vaccination. This transaction can be handled as a retroactive payroll adjustment in order to limit COVID exposures in the workplace.
- E. Consistent with Merit System Policies and Procedures, employees who do not provide documentation of a positive COVID test and being fully vaccinated will be required to utilize their accrued leave for sick leave absences.
- F. Reasonable accommodations will be made for employees in accordance with