

To: dLCV Board of Directors
From: Frank Hayes, Chair, Personnel Committee
October 23, 2020

The Personnel Committee met today to receive an update on the telecommuting policies and to consider changes to the Emergency Leave Bank.

The Committee recommends a change to the Leave Bank to allow staff who are in their first year of employment with dLCV to request emergency PTO in a catastrophic illness related to COVID-19. Currently, staff may request emergency PTO from the Leave Bank only after their first year of employment.

The Committee discussed other potential revisions and clarification for the Leave bank. Colleen agreed to work up a revised policy to present to the committee later this fall.

The change unanimously recommended by the committee is in italics and highlight below.

Emergency PTO bank

dLCV will maintain a "bank" of PTO to be used by staff in certain specific extenuating circumstances. Donations to the Emergency PTO bank are completely voluntary. Staff may donate paid time off hours to the emergency PTO bank during the last ten days of each quarter. Donations are irrevocable. An employee cannot donate PTO hours that would leave her with a balance of less than 80 hours. Staff donate to the pool only and not to specific co-workers.

Staff may request emergency PTO hours in response to a catastrophic illness or accident causing the employee to be unable to work, or in response to a catastrophic illness or accident of a near family member until such time as paid assistance can be obtained. Normal pregnancy without complications is not considered to be a catastrophic illness. Requesting staff must provide adequate documentation of the catastrophic illness or accident and inability to work.

Staff may request emergency PTO hours only after all their PTO has been exhausted.

Staff receiving emergency PTO hours are limited to 240 hours in any twelve month period. PTO hours will be paid at the rate of the receiving employee. Emergency PTO hours are not included in staff pay out upon termination of employment.

A Request for emergency PTO may be denied if there are insufficient hours in the pool, or if staff has failed to provide adequate documentation of the need.

During the first year of employment, staff may be eligible to receive hours from the pool only in response to a catastrophic illness relating to COVID-19. Otherwise, staff are not eligible to donate to the pool or to receive hours from the pool in their first year of employment, nor after termination of employment.

A request for emergency PTO will be reviewed by a committee of three managers, to include the Director of Operations when possible. The committee will make a recommendation to the Executive Director, whose decision is final.