



TEAMSTERS LOCAL CITY OF CHICAGO 700

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Member Bulletin

RAMON D. WILLIAMS, PRESIDENT • ROBERT V. SANTANA, JR., SECRETARY-TREASURER

City Issues Amended Sick Leave Policy for Workers to Protect Against COVID-19

Due to the rapid spread of COVID-19 and the unknown nature of its path, Mayor Lori Lightfoot is implementing a temporary amendment to the City's sick leave policy by creating five different categories of how workers might be affected by the virus and when it would be appropriate to give employees Paid Time Off (PTO) or allow the use of earned time and/or advanced earned time. The new policy is for all full-time City workers and **begins Monday, March 16.**

CATEGORIES WORKERS MAY FALL INTO IF AFFECTED BY COVID-19

- 1. ISOLATION ORDER** – If you receive an isolation order from a health provider due to contracting COVID-19, you will receive your full-time pay (PTO) while off of work, and will not dip into your earned time off with the City. You must report your diagnosis immediately to your supervisor and keep documentation related to your isolation order.
- 2. QUARANTINE ORDER** – If receive a quarantine order from a health provider, you will receive your full-time pay (PTO) while off of work, and will not dip into your earned time off with the City. You must report your status immediately to your supervisor and keep documentation related to your quarantine order.
- 3. OTHER NON-COVID-19 ILLNESS** – If you are not feeling well and are sick for any other reason (a non-COVID-19 illness), you have the right to use your earned time and request to use your advanced earned time (for 2021). **The use of advanced earned time must be approved by your department head and will require proper documentation.**
- 4. YOU TRAVELED TO A LEVEL 3 COUNTRY** – If you visited a country or region that the CDC deems a “level 3” risk, you will be quarantined at home for 14 days following your return. The City will determine on a case-by-case basis if you should be provided PTO or be able to use your own earned time. This determination is made based on if you took the trip **prior** to the country or region being listed as a level 3, or **after**. **If additional advanced earned time is needed, it must be approved by your department head.**

5. ORDERED SCHOOL CLOSURE – If you need to remain at home to care for a child who attends a school that is closed due to COVID-19, you have the right to use your earned time and **may request to use your advanced earned time (for 2021)**. You must report the school closure ASAP to your supervisor, obtain official documentation as proof of the closure and you may be asked to provide proof of guardianship.

At any time, if you fall into **ANY** of these categories, you **MUST** report your status to your supervisor immediately and keep all documentation (such as doctor visits, prescriptions, test results, etc.) to ensure you are given the proper provisions as described in this policy. Any advanced earned time is subject to approval by City department heads. Please contact your respective business agent with any questions.

**REMEMBER – YOU ARE ULTIMATELY RESPONSIBLE FOR
SHARING YOUR DIAGNOSIS TO YOUR EMPLOYER AND
KEEPING ALL NECESSARY DOCUMENTATION RELATING TO
ANY OF THE ABOVE CATEGORIES.**