



## MEMORANDUM

**TO:** Geraldine Danforth, Manager, Human Resources Department

**FROM:** Tehassi Hill, Chairman, Oneida Business Committee  
COVID-19 Core Decision Making Team *Tehassi Hill*

**DATE:** April 7, 2020

**SUBJECT:** Interpretation of March 26, 2020 Declaration Regarding Nationwide Tier 5  
Emergency Declaration Layoff

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The COVID-19 Core Decision Making Team (*COVID-19 Team*) issued a declaration which adopted an emergency layoff standard operating procedure during the public health emergency.

This declaration was based on the overall financial status of the Nation. It focused in part on layoffs. However, the discussion regarding personal and vacation time accruals and payout was general in nature. The focus any options available under the Layoff SOP.

However, in the declaratory portion, the appropriate language is below.

2. The fringe benefit regarding payout of accumulated personal and vacation hours is modified as follows for all separations of employment.

Upon separation from employment at the conclusion of any layoff period, accumulated personal/vacation time, up to 40 hours shall be paid out.

The intent of the COVID-19 Team was application of the 40-hour limit to all separations of employment. The specific language identified in this section was for the Layoff SOP.

### **Interpretation:**

- 1. The Declaration was intended to limit payout of accumulated personal/vacation hours to 40 hours when any separation from employment occurs.**
- 2. The Declaration regarding potential future reimbursement of personal/vacation time shall apply to all separations from employment.**