

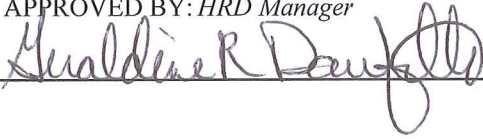
 STANDARD OPERATING PROCEDURE	TITLE: COVID-19 Paid Time Off	ORINATION DATE: October 14, 2020 REVISION DATE: March 24, 2021 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Compensation & Benefits Director</i> 	DATE: 3/24/21
DEPARTMENT: All	REVIEW BY: <i>EEO Director</i> 	DATE: 3/24/21
DIVISION: All	APPROVED BY: <i>HRD Manager</i> 	DATE: 3/24/21
EEO REFERENCE NUMBER: 5999 PAGES: 1 of 3		

1.0 PURPOSE

- 1.1 To establish guidelines and rules for allowable paid time off due to certain COVID-19 related absences.

2.0 DEFINITIONS

- 2.1 COVID-19 Paid Time Off: Paid time off for COVID-19 related absences that fall on scheduled workdays, including holidays.
- 2.2 COVID-19 Related Absence: For the purposes of this SOP, this includes time off for the following reasons:
 - 2.2.1 Positive COVID-19 test result;
 - 2.2.2 COVID-19 Vaccination (if during scheduled work time); and
 - 2.2.3 Adverse COVID-19 Vaccine Reaction.
- 2.3 Medical Provider: Physician, Physician Assistant, Nurse Practitioner and Public Health Official.
- 2.4 Member of Household: An individual (related or not related to the employee) who is living in the same household at the time of a COVID-19 positive test result or adverse vaccine reaction.
- 2.5 Training Wage: A wage provided to certain tipped employees, during periods of time in which they are not receiving tips.
 - 2.5.1 The training wage would be in lieu of their hourly rate of pay.

3.0 WORK STANDARDS/PROCEDURES

- 3.1 All employees on the Oneida Nation's payroll are eligible; however,
 - 3.1.1 Individuals on Lay Off, Furlough, Leave of Absence, Pre-approved time off work (vacation/personal time) or off the schedule are not eligible.
- 3.2 COVID-19 paid time off is for employees who are unable to work due to a positive COVID-19 test result or an adverse vaccine reaction of employee.
- 3.3 COVID-19 paid time shall not exceed 40 hours per week.
 - 3.3.1 Regular rate of pay does not include lead, tips, or shift differential pay.
 - 3.3.1.1 A training wage may be used for tipped positions instead of the employee's regular rate of pay.
- 3.4 If an employee is able and approved to telecommute, they may do so; however, they will not be eligible for COVID-19 paid time off while telecommuting.
- 3.5 Employees who choose to receive COVID-19 paid time off will not accrue vacation/personal time during that time.
 - 3.5.1 Insurance benefits will continue as normal.

Positive COVID-19 Test Result

- 3.6 Employees are eligible for up to 80 hours of paid time off if they or members of their household receive a Positive COVID-19 Test Result.
 - 3.6.1 This paid time off may only be used one time.
- 3.7 COVID-19 paid time off for a positive test results may be retro-active to when an individual was tested.
- 3.8 If an employee or a member of an employee's household receives a COVID-19 positive test, employee shall immediately notify their supervisor.
 - 3.8.1 Positive COVID-19 test results shall be supported by documentation from a Medical Provider.
 - 3.8.2 Documentation pulled from a medical facility's website (*i.e. MyPrevea site*) would qualify as supporting medical documentation.
 - 3.8.2.1 Support documents shall be given to the supervisor
- 3.9 The supervisor shall enter the "COVID" code into KRONOS for each day the employee is off.
 - 3.9.1 Within KRONOS the supervisor shall use the comment, "CP – COVID-19: POSITIVE/ISOLATING."

COVID-19 Vaccination

- 3.10 Employees shall be paid one hour if an employee is scheduled to receive a COVID-19 Vaccination during their regularly scheduled working hours.
- 3.11 If an employee is scheduled for COVID-19 vaccination during working hours, they shall immediately notify their supervisor.

- 3.11.1 Vaccination date and time shall be supported by the COVID-19 Vaccination Record Card.
- 3.12 The supervisor shall enter the “*RGNPI*” code into KRONOS for one hour.
 - 3.12.1 Within KRONOS the supervisor shall use the comment, “*CV – COVID-19 VACCINATION.*”

Adverse COVID-19 Vaccine Reaction

- 3.13 Employees who have an Adverse COVID-19 Vaccine Reaction are eligible to take the following day off paid, if the following day is the employee’s schedule working day.
- 3.14 If an employee has an adverse COVID-19 vaccine reaction, they shall immediately notify their supervisor.
 - 3.14.1 Adverse COVID-19 vaccine reactions shall be supported by the COVID-19 Vaccination Record Card.
- 3.15 If the following day is the employees scheduled workday, the supervisor shall enter the “*COVID*” code into KRONOS for the day absent.
 - 3.15.1 Within KRONOS the supervisor shall use the comment, “*CN – COVID 19: ADVERSE REACTION TO VACCINE.*”

4.0 REFERENCES

- 4.1 BC Resolution #11-24-20-F Fiscal Year 2021 Budget and Budget Directives