



 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: COVID-19 Paid Time Off	ORIGINATION DATE: October 14, 2020 REVISION DATE: June 20, 2021 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Compensation & Benefits Director</i> 	DATE: 7/27/21
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EEO REFERENCE NUMBER: 5999 Pages: 1 of 3	COMPLIANCE REVIEW BY: <i>EEO</i> 	DATE:

1.0 PURPOSE

- 1.1 To establish guidelines and rules for COVID-19 Paid Time Off.

2.0 DEFINITIONS

- 2.1 Close Contact: Any of the following situations happened during working hours:
- 2.1.1 Employee was within 6 feet of a person who had COVID-19 for a total of 15 minutes or more over a 24-hour period.
 - 2.1.2 Employee had direct exposure to respiratory secretions (for example, being coughed or sneezed on).
 - 2.1.3 Employee cared for a person who has COVID-19.
- 2.2 Medical Provider: Physician, Physician Assistant, Nurse Practitioner and Public Health Official.
- 2.3 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 results.
- 2.4 Training Wage: A wage provided to certain tipped employees, during periods of time in which they are not receiving tips.
- 2.4.1 The training wage would be in lieu of their hourly rate of pay.

3.0 WORK STANDARDS / PROCEDURES

Work Standards

- 3.1 All employees on the Oneida Nation's payroll are eligible.
- 3.1.1 Individuals on Layoff, 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 the following reasons:
 - 3.2.1 Employee had close contact with an individual who has COVID-19 (Close contact shall be retroactive to June 1, 2021),
 - 3.2.2 Employee or member of employee's household had a positive COVID-19 test results,
- 3.3 Employees who receive a Positive COVID-19 Test Result or have had Close Contact with an individual who has COVID-19 are eligible for up to 80 hours of paid time off.
 - 3.3.1 This paid time off may only be used one time.
- 3.4 Employees shall be paid one hour of COVID-19 Vaccination if vaccination takes place during their regularly scheduled working hours.
- 3.5 Employees who have an Adverse COVID-19 Vaccine Reaction are eligible to take the following day off paid if the following day is a scheduled workday.
- 3.6 COVID-19 paid time off includes:
 - 3.6.1 Scheduled workdays missed, including holidays.
- 3.7 Paid time shall not exceed 40 hours per week.
 - 3.7.1 Regular rate of pay does not include lead, tips, or shift differential pay.
 - 3.7.1.1 A training wage may be used for tipped positions instead of the employee's regular rate of pay.
- 3.8 COVID-19 paid time off for a positive test result may be retro-active to when an individual was tested.
- 3.9 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.
- 3.10 Employees who choose to receive COVID-19 paid time off will not accrue vacation/personal time during that time.
 - 3.10.1 Insurance benefits will continue as normal.

Procedures

- 3.11 Employee shall notify their supervisor if they:
 - 3.11.1 Have had close contact with an individual who has COVID-19 during working hours.
 - 3.11.2 The employee or a member of an employee's household receives a COVID-19 positive test.
 - 3.11.3 Had an adverse vaccine reaction.

- 3.12 Positive COVID-19 test results shall be supported by documentation from a Medical Provider.
 - 3.12.1 Support documentation shall be given to the supervisor.
 - 3.12.2 Documentation pulled from a Medical facility’s website (i.e., MyPrevea site) would qualify as supporting medical documentation.

- 3.13 For non-exempt employees who receive the COVID-19 Vaccine during working hours, the supervisor shall enter the “RGNP1” code into the time and attendance system for one hour.
 - 3.13.1 The comment to use is, “CV – COVID-19 VACCINATION.”

- 3.14 The supervisor shall enter the “COVID” code into the time and attendance system for each day the employee is off.
 - 3.14.1 When the employee has had close contact with an individual who has COVID-19 or tests positive for COVID-19, the comment to use is, “CP – COVID-19: POSITIVE/ISOLATING.”
 - 3.14.2 When the employee has an adverse reaction to the vaccine, the comment to use is, “CN – COVID 19: ADVERSE REACTION TO VACCINE.”

- 3.15 The supervisor shall maintain communication with the employee and/or employee’s family.

4.0 **REFERENCES**

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