

PCA Policy Manual

903 COVID-19 LEAVE

POLICY

Due to the coronavirus disease 2019 (COVID-19) pandemic, court staff members, other than temporary employees and rehired retirees, may be eligible for leave under this policy beginning March 17, 2020 for the duration of the pandemic or until otherwise terminated by the Probate Court Budget Committee.

GENERAL INFORMATION

As employees are impacted by COVID-19, the following scenarios provide guidance for specific circumstances. Any work schedule changes under this policy shall be approved by the judge.

LEVEL A- EMPLOYEE SHALL NOT COME TO WORK

REASON	GUIDANCE
<ul style="list-style-type: none">• Actually sick with COVID-19 symptoms• Caring for sick family with COVID-19 symptoms	<ul style="list-style-type: none">• Employee will be paid for their regularly scheduled, non-worked hours within a 14-day period.• If the employee's illness or need to care for sick family members continues beyond the 14-day period, employees must use their sick leave accruals first, then they can use other available accruals or take unpaid leave.

LEVEL B- EMPLOYEE SHALL NOT COME TO WORK

REASON	GUIDANCE
<ul style="list-style-type: none">• Employee is returning from a country designated by the CDC as a Level 3 country• Employee has been directed by a medical provider or public health government official to self-monitor at home due to potential COVID-19 exposure or employee's underlying medical condition	<ul style="list-style-type: none">• Employee will be paid for the regularly scheduled, non-worked hours within a 14-day period.• Employees with a medical condition that may put them at higher risk for serious illness from COVID-19 because of their long-term health problem or other risk factor who believe they need other or additional workplace modifications should follow the standard process for requesting accommodations under the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act and the Connecticut Fair Employment Practices Act. The judge will assess such requests in accordance with standard policies.

LEVEL C- EMPLOYEE IS NOT PROHIBITED FROM COMING TO WORK

REASON	GUIDANCE
<ul style="list-style-type: none">• Employee needs to stay at home to care for children or other dependents because school, daycare or eldercare has closed• Employee cannot get to work because of transportation disruptions	<ul style="list-style-type: none">• Temporary flexible schedule. Flexible schedule means varying the work hours during the normal work day. Total hours within a work week still equal employee's regularly scheduled hours.• Employee will be paid for the regularly scheduled, non-worked hours within a 14-day period.• If the employee's inability to come into work because of COVID-19 disruptions continues beyond the 14-day period, employee can apply for paid leave under FFCRA and/or has the choice of using any earned accruals, including sick leave or take unpaid leave.

LEVEL D- EMPLOYEE IS NOT PROHIBITED FROM COMING TO WORK

REASON	GUIDANCE
<ul style="list-style-type: none">• Employee is returning from a Level 2 country or has engaged in inter-state travel within the United States• Employee who is domiciled with or had contact with a person who has been directed by a medical provider or public health government official to self-monitor at home• Employee had contact with someone who had contact with a person who has been directed by a medical provider or public health government official to self-monitor at home• Employee who has concerns about exposure through contact with persons in public settings, including the workplace	<ul style="list-style-type: none">• Come to work as usual.• Employee may request to use accruals to take time away from work consistent with standard policies.• Consistent with the Governor's directives regarding social distancing, judges may consider whether granting a temporary flexible schedule is possible in light of the Probate Court's overall operational needs and existing resources.

Unlike PCA Policy 104, an employee may use sick time for dependent care or transportation issues under this policy. An employee may also use in excess of the maximum of 80 hours during a calendar year in the event of critical illness or severe injury in the immediate family (as defined) creating an emergency requiring the attendance or aid of the employee. The maximum of 80 hours is prorated for employees who work less than 40 hours per week.

Unlike PCA Policy 114, an employee may take unpaid leave without having to exhaust all accrued sick, vacation or personal time.

During an unpaid leave under this policy, an employee continues to be eligible for health insurance benefits. An employee on unpaid leave who participates in the health insurance plan is billed directly by the PCA Financial Services Department for the employee's share of the premium. The Retirement Services Division at the Office of the State Comptroller should be consulted for information concerning service credit during periods of leave.

Vacation and sick time does not accrue for any calendar month in which an employee is off the payroll for an aggregate of more than three of the employee's regularly scheduled work days.

PROCEDURES

Any work schedule changes under this policy shall be approved by the judge.

An employee who wishes to take leave under this policy must obtain approval from the judge by submitting an Employee Request form stating the reason, the duration of the leave and appropriate documentation to support it. If approved, the judge shall request authorization from the Probate Court Administrator. PCA will notify the judge whether a leave of absence has been granted within 3 business days from receipt of the request. The judge will then inform the employee.

Documentation for Level A and B requests shall be maintained in the employee medical file and for Level C and D requests in the employee personnel file. Refer to PCA Policy 801 for retention requirements.

TLO Approvers will use the payroll time and attendance reporting system to record time off and report COVID-19 related absences. Proper codes must be used for reporting absences. If an exempt employee has unpaid hours, the TLO approver must enter and approve negative hours in order to reduce the employee's bi-weekly salary.

The Level A, B and C scenarios may be used intermittently with the judge's approval, not to exceed the employee's regularly scheduled hours for a pay period, typically 10 days/80 hours (part time employees will be prorated). These paid hours are not charged to accruals.

Questions on this policy: Contact PCA Financial Services Department at (860) 231-2442

Forms for this policy: Employee Request Form

Connecticut Probate Courts
EMPLOYEE REQUEST
FOR COVID-19 LEAVE OF ABSENCE WITH OR WITHOUT PAY
(To be completed by employee)

Carefully read the COVID-19 leave entitlements under Policy #903 before completing the form and returning it to the judge. Please be sure to attach any required documentation.

Employee's Name: _____

Court: _____

Reason for Request: **Duration of Leave:** (from) _____ (to) _____

_____ Level A _____ Employee _____ Family Member

_____ Level B _____ Level 3 Country _____ Self-monitor/Medical Condition

_____ Level C _____ Dependent Care _____ Transportation Disruption

Type of Time Off after COVID-19 paid leave. Number order of use:

_____ Accrued Sick Time _____ Accrued Vacation Time

_____ Accrued Personal Time _____ Unpaid Leave

_____ **Accrued COVID-19 Personal Time**

_____ 2/3 pay (for qualifying leave under FFCRA only) _____ Request to supplement 2/3 pay with accruals

Examples of required documentation: medical certification, public health government official order, travel documentation, employee written statement, notice of dependent care or school closure, notice of transportation interruption

Temporary flexible schedule:

Under certain conditions, leave may be taken on a flexible schedule or on a reduced leave schedule.

_____ I am requesting authorization for a temporary flexible schedule.

Please explain:

I affirm the accuracy of the circumstances represented herein. I understand that failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been requested, agreed upon, and approved in writing by the judge.

Employee's Signature

Date

TO BE COMPLETED BY THE JUDGE (check one):

_____ To the best of my knowledge, this request meets the requirements of Policy #903, supporting documentation has been received and is approved.

_____ I do not approve this request as it does not meet the requirements of Policy #903 because:

Judge's Signature

Date

TO BE COMPLETED BY THE PROBATE COURT ADMINISTRATOR (check one):

_____ Approval granted.

_____ Approval denied because:

Probate Court Administrator's Signature

Date

Date Issued: 03/19/2020

Revised: 11/XX/2020

Merit Pay

November 2, 2020

Implementation planned for first payroll in December

- Merit pay applicable to active employees as of November 16th, 2020
- Pay date December 3rd, 2020
- Pay period Saturday, November 14th to Friday, November 27th, 2020

Retro Pay

- Retro pay applicable to active employees as of November 30th, 2020
- Retro pay calculated using July 16th, 2020 to November 19th, 2020 payrolls covering pay periods Saturday, June 27th through Friday, November 13th, 2020
- Retro pay will be paid in the December 17th, 2020 payroll

FY21 budget assumption is 3.0%

- Each court allocated a merit pool based on compensation of eligible employees (excludes temps, retirees, over max)

Formula considerations

- 2.5% allocated based on overall rating from performance evaluation
- 0.5% allocated at discretion of the judge
- No increase for scores of 1 or 2 (unacceptable or needs improvement)
- Minimum 2% for a score of 3 (meets expectations)
- Maximum 6%

Consideration of merit pay for court staff at max

- Based upon performance evaluation
- Amount capped at 2%
- One-time payment in December 3rd, 2020 payroll
- Merit pay is not added to base pay for purposes of calculating COLA's and future merit increases