



CITY OF LA GRANGE EXECUTIVE ORDER 1-2020

EXECUTIVE ORDER PROVIDING FOR LEAVE FOR EMPLOYEES DIAGNOSED WITH COVID-19 OR WHO LIVE WITH PERSON(S) DIAGNOSED WITH COVID-19

WHEREAS, the COVID-19 virus may require some employees to be placed in quarantine and/or isolation;

WHEREAS, to help support voluntary isolation or quarantine for the next forty-five (45) days, the City of La Grange is altering its sick leave policy for employees who have been diagnosed with or have a documented exposure to COVID-19;

NOW, THEREFORE, BE IT ORDERED AS FOLLOWS:

1. An employee who has been diagnosed with COVID-19 or with documented symptoms of COVID-19 will be granted paid leave for up to eighty (80) hours

Or

An employee who has been exposed to a documented or suspected case of COVID-19 and has been requested to self-quarantine or to isolate themselves by a health care provider or governmental health official will be granted paid leave for up to eighty (80) hours

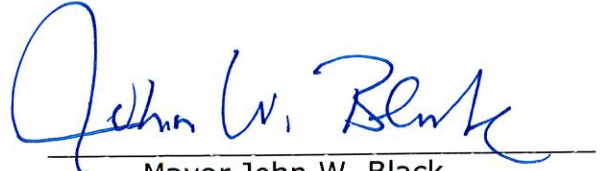
The leave cited in the paragraph can only be used one time or upon discretion of the Mayor.

2. Employees utilizing this sick leave must provide documentation of COVID-19 diagnosis or of symptoms and quarantine/isolation and must provide a return to work with no restrictions upon their return to work from their health care provider.
3. Any leave that extends past the leave above, the employee will utilize their accrued sick leave and then accrued vacation leave.

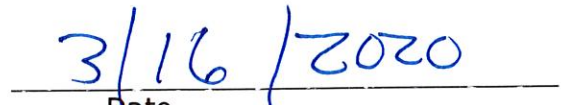
4. If an employee does not have or utilizes all of his/her sick leave or vacation leave, he/she will be granted unpaid leave consistent with the employee manual policy for leave without pay.
5. Employees may at their discretion stay away from the workplace up to 30 days without pay as a precautionary measure as to not spread the COVID-19.

All other employee manual rules shall remain in force.

This order will terminate at the discretion of the Mayor.




Mayor John W. Black



Date



Witness



Date