



FILED
TERRI ROSS
COUNTY CLERK
2022 JUN 15 AM 11:03
UPSHUR COUNTY, TX.
BY *[Signature]*
DEPUTY

UPSHUR COUNTY

COVID-19 Paid Leave Policy

Amended June 15, 2022

EMPLOYEE ELIGIBILITY

All Regular Full-Time employees (includes appointed/exempt positions) and Regular Part-Time employees are eligible for paid sick leave under this policy. This is a benefit provided by Upshur County as a result of the ongoing COVID-19 pandemic and is subject to change at the discretion of the Upshur County Commissioner's Court.

This policy is not applicable to Peace Officers, Detention Officers and EMTs who are covered under the **Upshur County Paid Quarantine Leave for Peace Officers, Detention Officers, and Emergency Medical Technicians Policy**, pursuant to Texas HB 2073, passed and signed into law during the 87th Regular Session of the Texas Legislature in June 2021.

REASONS FOR LEAVE

1. Employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. Employee is seeking or waiting for test results or a medical diagnosis for COVID-19, including results or diagnosis requested by the employer.
5. Employee is caring for a spouse or dependent child who resides with the employee and is subject to either number 1 or 2 above.

PAID LEAVE

Upshur County will provide eligible employees who are on qualifying COVID-19 quarantine leave with a total of up to 40 hours of paid sick leave. Leave time taken in excess of 40 hours will be deducted from employee's accrued sick, compensatory or vacation time. If employee has no accrued leave time available, absences in excess of 40 hours will be unpaid. **Note: The County is providing 40 hours of paid COVID-19 leave total, not 40 hours per occurrence.**

EMPLOYEE RESPONSIBILITIES REGARDING USE OF PAID COVID-19 LEAVE

All employees (including appointed/exempt positions) will be required to present a positive COVID-19 test result and/or written documentation by a health care provider advising the employee to self-quarantine due to COVID-19 in order to receive this benefit. In the case of an employee taking leave to care for a spouse or dependent child who resides with the employee, he/she will also be required to present written documentation by a health care provider.

IMPORTANT: At-home COVID test results do not provide adequate documentation for use of paid COVID-19 leave.

All employees (including appointed/exempt positions) who are absent from work for any of the reasons listed above will be required to designate on their timesheets that the leave is for COVID-19 in order to be paid under this policy. Each employee is responsible for accurately documenting COVID-19 leave on their timesheet. Department heads/supervisors are responsible for verifying the accuracy of all timesheets before submitting to the Treasurer's Office.

RETURN-TO-WORK AFTER POSITIVE COVID TEST

In the case of any County employee testing positive for COVID-19, before that employee may return to work **one** of the following conditions must be met:

1. Following a 5-day quarantine period, the employee is subsequently tested for COVID-19 with a negative result.
2. The employee presents written documentation from a healthcare provider stating that the employee is no longer contagious to others and may return to work.
3. The employee has quarantined for 5 days from the test date, which resulted in a positive result, and reports in writing he/she is no longer experiencing COVID-19 symptoms.

In the case of any County employee living in the same household with a person who has tested positive for COVID-19, employee shall, before returning to work, obtain a COVID-19 test from a healthcare provider within two business days; and not return to work until **one** of the following conditions is met:

1. The employee presents a negative test result.
2. The employee presents written documentation from a healthcare provider stating that the employee is no longer contagious to others.
3. The employee has quarantined for 5 days from the date the employee tested positive and self-reports in writing that he/she is no longer experiencing COVID-19 symptoms.

In the case of an employee who does not exhibit or suffer from COVID-19 symptoms, but was exposed to a person (who does not reside in the same household with the employee) who has tested positive for COVID-19, but does not exhibit or suffer from COVID-19 symptoms, the employee must continue to report to work unless he/she develops symptoms of COVID-19. In this case the employee must immediately obtain a COVID-19 test from a healthcare provider within two business days after the exposure. The employee shall continue working until the result of the test is received. If the result of the test is positive, the above conditions for return-to-work shall apply.

ADDITIONAL INFORMATION

All employees are encouraged to visit www.cdc.gov for the latest CDC guidance regarding COVID-19.

COVID-19 vaccinations are **not** a requirement as a condition of employment.

Masks are **not** required to be worn in County buildings, however elected officials may determine their own office policies regarding masks.

This policy is an addendum to, and does not supersede, any policies set out in the Upshur County Employee Handbook.

No employee who appropriately utilizes paid sick leave under this policy will be discharged, disciplined or discriminated against for us of this leave.

APPROVED THIS 15 DAY OF JUNE, 2022



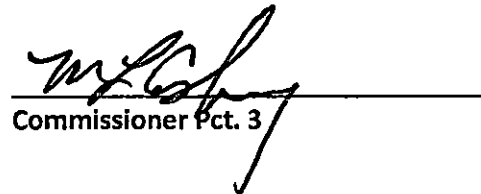
County Judge

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Commissioner Pct. 1

Commissioner Pct. 2



Commissioner Pct. 3

Commissioner Pct. 4

Witnessed and Attested By:



County Clerk