

**LIBERTY TOWNSHIP
ADAMS COUNTY, PENNSYLVANIA
RESOLUTION NO.: 2022-03**

**A RESOLUTION AUTHORIZING PAID LEAVE FOR EMPLOYEES WHO ARE UNABLE TO
WORK FOR SPECIFIED REASONS RELATED TO COVID-19**

WHEREAS, the Board of Supervisors of Liberty Township, Adams County desires to establish a policy of paid leave for all full and part-time employees for specified reasons related to COVID-19.

WHEREAS, the Board of Supervisors of Liberty Township, Adams County believes that the public health, safety, and welfare of all the residents of the Municipality will be better served and protected by the adoption of this resolution.

NOW THEREFORE, be it resolved by the Board of Supervisors, Liberty Township, Adams County, as follows:

Section 1. Eligibility for Paid Leave

- A. Employees are eligible for up to **80 hours** of Emergency Paid Sick Leave at their **full** regular rate of pay up to \$511 per day and \$5,110 total, if the employee:
- currently has COVID-19;
 - is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - has been advised by a health care provider to self-quarantine related to COVID-19; or
 - is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- B. Employees are eligible for up to **80 hours** of Emergency Paid Sick Leave at two-thirds (**2/3**) their regular rate of pay, up to \$200 per day and \$2,000 total, if the employee:
- is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine related to COVID-19.
- C. Employees are eligible for up to **12 weeks (480 hours)** of Emergency Family and Medical Leave at two-thirds (**2/3**) their regular rate of pay up to \$200 per day and \$12,000 total, if the employee:
- has been employed with the Township for at least 30 calendar days; and
 - is caring for a child whose school or place of care is closed (or is requiring virtual learning) or whose childcare provider is unavailable for reasons related to COVID-19.
- D. The total number of hours allowed for each week will be determined based on the weekly average over the previous six pay-periods (12 weeks).
- E. The maximum leave amounts described above do not reset with the new calendar year. Any employee who has already utilized some or all of the maximum leave amounts will be required to utilize their regular forms of paid leave or take the time off as unpaid if an additional need for leave arises after the maximum leave entitlement has been exhausted.

Section 2. Interplay with Other Forms of Leave

The leave entitlement described above is being offered in addition to any ordinary sick, vacation, personal, or other paid leave that is available to employees. An employee who is receiving 2/3 pay for any of the eligible reasons described above must utilize their ordinary paid leave to make up the remaining 1/3 of pay.

If an employee qualifies for ordinary Family and Medical Leave (“FMLA”) benefits as a result of leave requested pursuant to this policy, the employee will be required to utilize FMLA leave concurrently with any additional leave provided for in this policy.

Section 3. Right to Require Certification / Information

If an employee desires to utilize the leave set forth herein, he/she may be required to provide medical certification or an order from the Pennsylvania Department of Health regarding required quarantine or isolation. He/she may also be required to provide information sufficient to demonstrate that a school, daycare, or childcare provider is closed or unavailable.

Section 4. Required Compliance

If an employee is granted the above leave for the purpose of quarantine or isolation and is found to have violated applicable orders of the Pennsylvania Department of Health or the healthcare provider, the leave benefits may be suspended or revoked, and any leave time taken will be debited from the accumulated sick, vacation, or other accumulated leave of the employee.

Section 5. Return to Work

If the above leave is granted for the purpose of quarantine or isolation, the employee may be required to obtain clearance from a healthcare provider prior to being permitted to return to work.

Section 6. Right to Discontinue Leave

The Township reserves the right to discontinue this policy at any time, in its sole discretion. If the leave provided for herein is not used, it shall have no monetary value and cannot be rolled over or accumulated.

Section 7. Right to Exempt Employees or Departments from Leave Eligibility

The Township reserves the right to designate employees or departments as “emergency responders” who are not eligible for the leave set forth herein. If the Township previously designated employees as “emergency responders” under the FFCRA, such designation shall continue until modified or rescinded.

Section 8. American Rescue Plan Act Funds

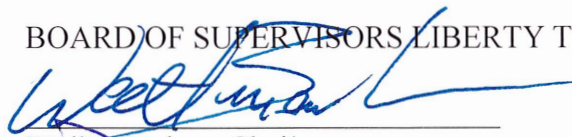
Funds received from the American Rescue Plan Act will be used to pay for COVID-19 sick leave authorized by this Resolution.

Section 9. Effective Date

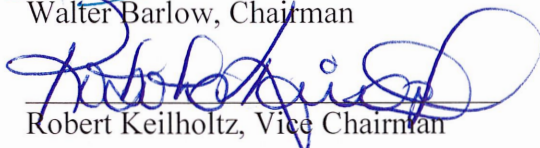
This Resolution shall take retroactive effect covering occurrences through the period of March 3, 2021 through December 31, 2024.

ADOPTED by the Liberty Township, County of Adams, Pennsylvania, in a lawful session duly assembled this **1st day of February, 2022.**

BOARD OF SUPERVISORS LIBERTY TOWNSHIP



Walter Barlow, Chairman

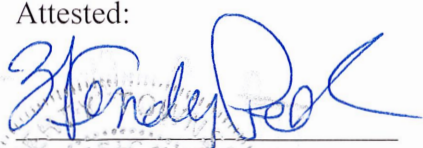


Robert Keilholtz, Vice Chairman



Brandon Lowe, Supervisor

Attested:



Wendy Peck, Secretary

