

Excused Time and Leave Policies for Civilian Members with COVID-related Absences (Full Pay)

In accordance with the Families First Coronavirus Response Act (FFCRA) and the Department of Citywide Administrative Services (DCAS) guidelines, **effective June 3, 2020**, a civilian member of the service is entitled to take leave related to COVID-19 if the member is unable to work or telework for the following reasons:

Sickness or Quarantine:

- 1. Is subject to a Federal, State, or Local quarantine or isolation order related to COVID-19*
- 2. Has been advised by a health care provider to self-quarantine related to COVID-19*
- 3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis*

Pursuant to updated guidance from DCAS, effective June 3, 2020, full-time employees who test positive for COVID-19 may receive excused leave until they are cleared to go back to work. Members testing positive may return to work, other than Telework, ten (10) days after their symptoms started or three (3) days after the fever has stopped. Members testing positive for COVID-19 must share documentation of a positive test with the Medical Division Sick Desk and their Timekeeper.

Part-time employees testing positive for COVID-19 may receive excused leave for the number of bi-weekly hours that the employee was expected to work. Where expected hours cannot be readily determined, part-time employees may receive excused leave for the average number of bi-weekly hours that the employee worked over the six months preceding the leave.

Members who meet qualifying reasons 1 through 3 above but do not test positive for COVID-19 may receive up to 10 work days (70 hours for 35-hour per week employees or 80 hours for 40-hour per week employees) of excused leave. If the member has any symptoms of COVID-19 (e.g., cough, shortness of breath or difficulty breathing, or at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and loss of taste or smell) documentation must be provided. Such documentation must be obtained from a licensed health care provider performing within the scope of practice for the license, including Teledoc.

Members who meet qualifying reasons 1 through 3 above but do not test positive for COVID-19 must not report to work, other than Telework, for ten (10) days after the symptoms started or for three (3) days after the fever has stopped, whichever is longer. After this time, the member must provide documentation from a licensed health care provider explaining the need for additional leave.

The length of absence that requires a member to submit required documentation upon return to work is extended from absences of more than three (3) consecutive days to absences of more than five (5) consecutive days.

NOTE:

The excused leave is not recurring and may only be used one time.

Members who have any questions regarding this policy should contact their Borough/Bureau Personnel Administrative Manager (PAM), their supervisor, their timekeeper, or email the CityTime Help Desk at dg_nypdcovid@nypd.org for further information.

GENERAL PROCEDURE FOR MEMBERS THAT HAVE NOT TESTED POSITIVE FOR COVID-19

Civilian Member Reporting Sick for a COVID-related condition:

1. Immediately call the Medical Division Sick Desk at (718)760-7600 and receive a Sick Control number.
2. Immediately call supervisor and provide a Sick Control number.
3. Supervisor notifies command Timekeeper and provides a Sick Control number.
4. Timekeeper enters up to 10 work days of Other Excused Absence* (#4298)/Special Excusal and enters Sick Control number in Comments section (depending on length of time the member is unable to work or telework).
5. Any additional leave beyond the 10 work days of excused leave may be charged to the member's leave balances.
6. If during this period the member tests positive for COVID-19, please refer to the general procedures below for members that have tested positive.

**Note: Other Excused Absence does not apply to non-COVID sick leave. Members are strongly encouraged to consult with a licensed health care provider to be tested for COVID-19.*

Civilian Member Returning to Work or Telework:

1. Notify Sick Desk upon return to duty.
2. Notify immediate supervisor and roll call of permanent command.
3. Member's immediate supervisor will confer with the Timekeeper.

GENERAL PROCEDURE FOR MEMBERS THAT HAVE TESTED POSITIVE FOR COVID-19

Civilian Member Reporting Sick for a Documented Positive COVID-19 Test:

1. Immediately call the Medical Division Sick Desk at (718)760-7600 and receive a Sick Control number.
2. Immediately call supervisor and provide a Sick Control number.
3. Supervisor notifies command Timekeeper and provides a Sick Control number.
4. Member that receives a positive COVID-19 test during this time must notify and provide documentation of a positive test to Medical Division Sick Desk and their Timekeeper.

**Note: Other Excused Absence does not apply to non-COVID sick leave.*

Civilian Member on Sick Report over 10 work days:

1. Notify supervisor every five (5) days.
2. Supervisor notifies Timekeeper.

Civilian Member Returning to Work or Telework:

1. Notify Sick Desk upon return to duty.
2. Notify immediate supervisor and roll call of permanent command.
3. Member provides documentation from a licensed health care provider showing date fit for duty to the Medical Division Sick Desk and Timekeeper.
4. Member's immediate supervisor will confer with the Timekeeper.