

**VANTAGE Aging Senior Community Service Employment Program (SCSEP)
Temporary Sick Leave with Pay Policy (22 March 2020)**

During the public health crisis of COVID-19, Vantage Aging will take immediate steps to protect our staff and vulnerable SCSEP participants by implementing a **temporary change** to our current sick leave policy. This temporary policy will in force during the public health crisis of COVID-19. This temporary policy will be applied equitably and will be available to all participants based on the criteria below.

Our current sick leave policy allows participants who miss training days at their host agencies to make up missed hours or days during the same two-week pay period without loss of hours/compensation. Absences due to an illness, documented by their physician, may make up those missed hours within the next two pay periods when they return. Making up missed hours must not exceed a total of 40 hours on an assignment in any one week. (VANTAGE Aging pay weeks are Saturday through Friday).

This current policy **AND** the temporary sick leave policy described below both are predicated on the fact that under no circumstances are enrolled SCSEP participants considered employees of VANTAGE Aging or their assigned host agency. The provision of sick leave—paid or not paid--**DOES NOT** alter the status of SCSEP enrolled participants as trainees in a temporary work-training program which pays them a stipend during the hours that they train.

This change to sick leave policy is effective only until the COVID-19 pandemic emergency measures have been lifted by public officials. At that time current sick leave policy will be reinstated.

Effective immediately and **lasting until** public health officials and/or local governments have declared an end to this crisis, currently active, VANTAGE Aging SCSEP participants, who are not on leave of absence on March 20,2020, and meet any of the criteria below are eligible for Sick Leave with Pay.

Criteria to qualify for Sick Leave with Pay (not to exceed 80 hours¹):

1. Doctor's certification that an individual has the Corona Virus.
2. Documented requirement to quarantine articulated by a doctor's certification or other proof of that requirement for that individual.

I have read, understand and acknowledge that I am not an employee of VANTAGE Aging or any Host Agency.

Participant Signature: _____

(If unable to obtain participant's signature attach documentation as to why and verify this notice was publically posted.)

¹ Participants assigned to SCSEP project offices work 48 hours per pay period for a total of 96 hours for two pay periods.

Absent any of the two criteria above, during the public health crisis of COVID-19, an individual qualifies for **Sick Leave with Pay** (not to exceed 80 hours²) only when the public officials in that region declare an emergency by doing any of the following:

1. Require/recommend a Shelter in Place policy
2. Restrict public gatherings
3. Restrict local travel on buses or other or private transportation (Uber, etc.)
4. Other reasons as approved on a case by case basis

Approval for Sick Leave with Pay will occur at the recommendation of Director to VANTAGE Aging's CEO and CFO. Timesheets will not be completed or submitted for participants approved according to this policy during this period; no participant or supervisor signatures will be required for that group.

Instead, the Regional Project Directors or professional staff will maintain a live List of Participants on Sick Paid Leave which will include the participant's name and number of hours to be paid each pay period. The hours and continued sick leave status will be confirmed by a phone call at the end of each payroll period unless approved by their Project Director. For participants with sporadic attendance in SCSEP, the participant will be paid an average of their last two pay periods.

If a participant does not take or return the phone call they will not be paid unless approved by their Project Director. The project staff's signature on the timesheet signifies that project staff have made contact with a participant to confirm their continued status on Sick Leave with Pay.

When all 80 hours³ of Sick Leave with Pay have been exhausted, the participant will be placed on a Leave without Pay (LWOP) unless other appropriate CSA or additional paid training opportunities are able to be provided or this Temporary Policy is extended by VANTAGE Aging due to the continuation of the COVID-19 pandemic.

Use of Sick Leave with Pay will count towards participants' Individual Durational Limit.

Participants receiving wages for SCSEP emergency Sick Leave with Pay will not be placed on an approved break in service. Participants may elect to be placed on approved break in service to stop their four-year clock, in lieu of receiving sick leave wages.

All participants who intend to take emergency Sick Leave with Pay must complete and sign the form on the next page. Participants must initial each paragraph in this document to signify their understanding of their status as trainees and not employees and the limits of this temporary emergency Sick Leave with Pay policy.

The form will be signed by the Project Director or a professional staff person and placed in the Case Notes portion of the CRM.

I have read, understand and acknowledge this Sick Leave with Pay policy.

Participant Signature: _____

³ Participants assigned to SCSEP project offices work 48 hours per pay period for a total of 96 hours for two pay periods.

VANTAGE AGING COVID 19 Sick Leave with Pay
(Not to be used for participants out on Workers Compensation)

Please provide required information if you are requesting paid leave due to the COVID-19 Pandemic

Leave with Pay can be used up to 80 hours (20 hours per week equaling two pay periods). _____ **initial**

Leave without Pay option after the 80 hours. _____ **initial**

Name: _____

Date of Request: _____

Start Date: _____

Expected End Date: _____

Actual End Date: _____

Reason for Pandemic sick leave (Please check one of the following boxes)

Individual has contracted the Corona Virus (Doctor's certification attached)

Requirement to quarantine (Doctor's certification or other proof attached)

Declared Public Emergency (Public announcement attached)

I understand the following VANTAGE Aging policies apply concerning personal leave without pay for any reason including medical reasons:

1. I must obtain approval from the Project Director or designee to take leave for more than 3 consecutive days.
2. I am allowed to remain on the SCSEP for up to 30 days without pay if leave is approved by the Project Director or designee. If I am unable to return to training after thirty days and am exited from the program, I understand I can re-apply to the program if I choose. I also understand that I will not automatically be re-enrolled. I will be reconsidered for re-enrollment like other applicants.

I understand the following VANTAGE/SCSEP policies apply concerning personal leave taken for medical reasons:

1. If I must be off for more than 3 days for a medical condition, I must inform the Project Director or designee before returning to my training site.
2. I must provide a physician's release to the Project Director or designee stating that I am ready to train before I can return to my training site.

Participant's Signature and Date

Signature of Project Director or designee and Date

(If unable to obtain participant's signature attach documentation as to why and verify this notice was publically posted.)