

## **Pandemic Pay Policy**

Pediatric Home Service (PHS) provides eligible employees with Pandemic Pay in response to the COVID-19 pandemic. In consultation with authorities, Pandemic Pay is effective only from April 1, 2020 through the end of the crisis as determined by PHS.

All employees are eligible for Pandemic Pay and may use Pandemic Pay immediately, regardless of length of service with PHS.

### **Requesting Pandemic Pay and Verification of Need for Leave**

When the need for Pandemic Pay is foreseeable, employees should provide to management as much notice of the need for leave as is practicable. Otherwise, an employee requesting Pandemic Pay should provide notice as soon as practicable after the need for leave arises. After the first workday (or partial workday) that leave is needed, the employee should follow the PHS's normal absence reporting process, absent unusual circumstances.

Our first goal is to continue to pay employees their normal wages for their normal duties as much as possible. We are hoping that exceptions are limited and rare. However, we realize that in these unprecedented times, how we accomplish our work will require modification.

We are asking for your collaboration to creatively think through alternatives for performing your job. The questions below will help you and your supervisor determine what will work best for you.

- Can you work remotely?
- Can you work alternative hours?
- Can you work with an accommodation (i.e. in a designated room with restricted access, with technology at home, etc.)?
- Can you work when your child requires childcare (i.e. alternative hours, alternative days, childcare performed by other family members)?
- Can you perform alternative work assigned by your supervisor (i.e. charting, special projects, research, etc.)?

Employees may be requested to provide additional information or documentation, to verify or confirm their eligibility or need for Pandemic Pay.

### **Qualifying Reasons for Pandemic Pay**

When the need for Pandemic Pay is foreseeable, employees should provide to management as much notice of the need for leave as is practicable. Otherwise, an employee requesting Pandemic Pay should provide notice

Only after collaborating with the supervisor and a determination has been made that the work cannot be performed with modifications, employees may use Pandemic Pay for all or any portion of their normal hours due to any of the following reasons:

#### ***Quarantine/Isolation***

- The employee is subject to a federal, state, or local quarantine, isolation, containment, shelter-in-place, or stay-at-home order related to COVID-19 issued by any federal, state or local government authority;
- The employee has been advised by a health care provider to self-quarantine based on the provider's belief that the employee has, or may have, COVID-19, or is particularly vulnerable to COVID-19;
- The employee is experiencing symptoms of fever, dry cough, shortness of breath, or any other COVID-19 symptoms identified by the U.S. Centers for Disease Control and Prevention, AND is approved by their supervisor and/or is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19;
- Other COVID-19-related issues, at the discretion of the PHS.

#### ***Family Care***

- The employee is caring for an "individual" who is subject to a federal, state, or local quarantine, isolation, containment, shelter-in-place, or stay-at-home order related to COVID-19, or who has

been advised by a health care provider to self-quarantine based on the provider’s belief that the individual has, or may have, COVID-19, or is particularly vulnerable to COVID-19;

- The employee is caring for their “child” whose school or “place of care” has been closed, or whose “child care provider” is unavailable, for reasons related to COVID–19, and no other suitable person will be caring for the child during the hours when the employee is requesting to use Pandemic Pay.

**Amount of Pandemic Pay**

PHS provides employees normally scheduled to work 40 or more hours per week with up to 120 hours for a qualifying Quarantine/Isolation or Family Care of Pandemic Pay.

PHS provides employees normally scheduled to work fewer than 40 hours per week with Pandemic Pay hours equal to the number of hours that the employee works, on average, over a 2-week period (or for Home Care Nurses, based on the most recent published schedule).

Example: Full-Time employee using Pandemic Pay over a single block of time

Week 1	Week 2	Week 3	Week 4
40 hrs. Pan. Pay	40 hrs. Pan. Pay	40 hrs. Pan. Pay	40 hrs. PTO

Example: Full-Time employee using Pandemic Pay intermittently

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
16 hrs. Pan. Pay	16 hrs. Pan. Pay	8 hrs. Pan. Pay	6 hrs. Pan. Pay	16 hrs. Pan. Pay	20 hrs. Pan. Pay	8 hrs. Pan. Pay	10 hrs. Pan. Pay	20 hrs. Pan. Pay +10 hrs. PTO

An employee who uses Pandemic Pay for a Quarantine/Isolation qualifying reason must use Pandemic Pay in a single block of time, until either: (a) all Pandemic Pay is exhausted; or (b) they no longer have a qualifying reason for taking Pandemic Pay.

An employee who uses Pandemic Pay for a Family Care qualifying reason may, if management agrees, use Pandemic Pay intermittently, which means taking leave in separate blocks of time or working a reduced daily or weekly schedule.

Employees who telework may use Pandemic Pay intermittently for any qualifying reason with management approval.

Pandemic Pay taken in a single block of time will end beginning with the employee’s next scheduled work shift immediately following the termination of a qualifying reason for leave. An employee whose Pandemic Pay terminates before they have exhausted their total Pandemic Pay entitlement may take any remaining Pandemic Pay while this policy is in effect if another qualifying reason occurs.

An employee is not required to search for or find a replacement worker to cover the hours during which the employee uses Pandemic Pay.

**Recording Pandemic Pay**

When utilizing Pandemic Pay you will use pay code 123[PANDEMIC] on your timesheet with the appropriate number of hours under the Reg column and a reason code of “Quarantine/Isolation” or “Family Care”.

**Carryover**

Pandemic Pay will not carry over from one year to the next.

**Pandemic Pay**

Pandemic Pay for a qualifying reason is paid at the employee’s regular rate of pay (or at the applicable minimum hourly wage, if that would be higher).

The amount of Pandemic Pay paid for a particular missed work day is determined based on the number of hours the employee normally would have been scheduled to work on that day (including, if applicable, overtime hours). Pandemic Pay does not include a premium for overtime hours.

### **Definitions**

For purposes of this policy, the following definitions apply:

- “Child” means the employee’s biological child, adopted child, foster child, stepchild, a legal ward, or a child to whom the employee stands in loco parentis, who is either under 18 years of age or is 18 years of age or older and incapable of self-care because of a physical or mental disability.
- “Child care provider” means a provider who receives compensation for providing child care services on a regular basis and that is licensed, regulated or registered under State law and meets specific child care provider State and local requirements required by law. A child care provider may also be a family member or friend (such as a neighbor) who regularly cares for an employee’s child.
- “Individual” means the employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if the individual were quarantined or self-quarantined. “Individual” does not include persons with whom the employee has no personal relationship.
- “Place of care” means a physical location in which care is provided for the employee’s child while the employee works for the Company. Examples include day care facilities, preschools, before and after school care programs, schools, homes, summer camps, summer enrichment programs, and respite care programs.

### **Benefits During Pandemic Pay**

PHS will continue making contributions for an employee’s group health benefits during Pandemic Pay on the same terms as if the employee had continued to work. This means that if the employee wants benefits coverage to continue during Pandemic Pay, the employee must also continue to make any premium payments that the employee is regularly required to make for themselves or their dependents.

### **Separation from Employment**

PHS does not pay an employee for unused Pandemic Pay upon the employee’s separation from employment.

### **Effect on Other Rights and Policies**

Pandemic Pay is separate from, and in addition to, any existing benefits provided under other corporate policies, including but not limited to PTO, sick time, vacation, short/long term disability, etc. Employees remain eligible to use any available and applicable paid time off benefits pursuant to company policy or applicable law.

An employee may choose to use accrued paid time off benefits or to draw a negative balance of up to 40 hours of paid time off benefits to supplement Pandemic Pay to the extent necessary to ensure that the employee receives their normal earnings.

### **Job Restoration**

PHS will attempt to restore employees using Pandemic Pay to the same position held at the time the employee takes Pandemic Pay, or to a position with equivalent pay, benefits, and other employment terms and conditions. Employees will not have any greater job restoration rights than if they had been continuously employed rather than taking Pandemic Pay.

### **No Discrimination or Retaliation**

PHS will not discharge, discipline, or in any other manner discriminate against employees because they take Pandemic Pay in accordance with this policy.

### **Additional Information Regarding Pandemic Pay**

This is a rapidly changing and ever evolving situation. As we learn more from government entities, insurance companies and best practices from other organizations, all policies and practices are subject to change. The

policy should be construed in such a way as to be in harmony with the requirements set forth in any other law or regulation.

**FMLA, ADA, and Other Laws**

Employees remain eligible for leave under the FMLA, accommodations under the ADA, and time off pursuant to other company policies and as permitted by law. Pandemic Leave will run concurrently with FMLA, if the underlying leave qualifies for both.