



COVID-19 PAID LEAVE POLICY FOR VACCINATED EMPLOYEES

Purpose

To continue to promote a safe workplace and protect the health and safety of employees and the community by establishing a policy for employees that are fully vaccinated against COVID-19 to receive paid administrative leave when absent from work due to self-isolation resulting from a positive COVID-19 test (known as a "breakthrough case"). This policy applies retroactively to August 1, 2021, and will remain in effect until discontinued by the City.

Paid Administrative Leave

Employee Eligibility

All full-time employees who are fully vaccinated, defined by the Center for Disease Control and Prevention (CDC) as two weeks-post vaccine (two doses of Pfizer and Moderna or one dose of Johnson and Johnson) and are unable to work due to a self-isolation period resulting from a positive COVID-19 test are eligible for paid leave under this policy. This leave is in addition to the sick leave provided to employees in Section 5.3 of the *City of Charleston Personnel Rules and Administrative Policies* handbook.

Amount of Paid Administrative Leave

Eligible employees are entitled to paid leave equal to the amount recommended by the CDC for self-isolation at the time they receive a positive test result. Currently, this is either ten (10) days from the date of first symptom(s) or ten (10) calendar days from the date of positive PCR test result, if asymptomatic. To return to work, the vaccinated employee must be fever-free for 24 hours prior to return with no fever-reducing medications being taken and other COVID-19 symptoms improving (excluding loss of taste and smell, as those symptoms may persist for weeks or months). If a vaccinated employee has been directed to self-isolate past the amount of time recommended by the CDC for self-isolation at that time, Human Resources *must* receive a note from a medical professional evidencing such need for additional isolation.

Procedure for Requesting Paid Administrative Leave

The eligible, vaccinated employee must notify both their Department Head and the Human Resources Director of the need for leave under this policy and must submit a *COVID-19 Vaccinated Employee Paid Leave Request Form*, along with proper documentation of COVID-19 vaccination status and subsequent positive PCR COVID-19 test within three (3) business days of receipt of the positive test result. The City reserves the right to request further documentation at any time during the leave period.

A leave request form will be provided to all employees via email and will also be available on the City's intranet and/or in a manner accessible to all. All forms and supporting documentation must be submitted to Human Resources Director, Mandi Carter at mandi.carter@cityofcharleston.org.

COVID-19 Unvaccinated Employees

All unvaccinated employees must use accumulated sick or vacation time for any COVID-19 related absence. Employees that have exhausted accumulated leave must use unpaid leave.

Right to Amend

The City reserves the right to amend this policy as additional health and safety guidelines are issued or adopted.