



## SCSEP Sub-grantees

### **Temporary SCSEP Participant Sick Leave Policy** **Revised effective dates: March 12, 2020 through September 30, 2020\***

In response to the COVID-19 virus, the following change to the SCSEP participant sick-leave policy will be in effect for 30 days beginning April 1, 2020. The sick leave policy will revert back to the current policy found in DAAS Chapter 4000 on 1 May 2020, unless otherwise superseded or amended before that date. **[See revision note(s)]**

The COVID-19 virus has presented unique challenges for the Senior Community Service Employment Program (SCSEP). The program's participants are particularly vulnerable for several reasons, including their reliance on SCSEP wages and benefits, as well as, their age, which appears to place them in higher risk categories for complications due to the COVID-19 disease.

Currently the DAAS SCSEP sick leave policy requires that participants who miss time be rescheduled during the same pay period to make up their hours. No wages are paid for sick leave. As this policy does not effectively take into account the COVID-19 sheltering in place and closures of agencies, a temporary policy will be placed in effect to address the conditions presently existing within the State.

#### **The temporary policy is as follows:**

For the thirty (30) day period 1 April 2020 to 30 April 2020, participants may receive paid sick leave, for no more than 20 hours per week. This allows them to remain home and reduce risk of exposure to COVID-19, while continuing to receive SCSEP wages. This option must be offered to all participants universally.

Participants may:

1. Regardless of the open or closed status of their host agencies, all participants may opt to receive paid sick leave for 20 hours per week and remain home. **Do not place participants on approved break during this time, as they are still being compensated by SCSEP funding.**
2. Participants who chose to continue to work/train at a host agency that remains open for business must indicate in writing that they were offered the option for paid sick leave and declined it, and the sub-grantee coordinator has written approval from their host agency to allow the participant to remain on-site. However, these participants may at any time reverse that choice for the remainder of the 30 days and receive paid sick leave and remain home.

3. Participants may, with proper supervision by host agency supervisor and prior approval by the sub-grantee coordinator, allow participants to telework for the 30-day period.
4. Participants may participate in self-lead and/or on-line training, consistent with their IEP at home during this time. **Those hours are to be marked as training.**

Please note the policy may be subject to update or revision in accordance with future Department of Labor (DOL) guidance before 30 days concludes.

Effective 1 April 2020

#### **Revision 1 Note:**

The SCSEP temporary sick leave policy is retroactively effective to March 12, 2020.

Participants who may have been placed on paid sick leave, prior to official guidance by DAAS effective April 1, 2020, are therefore approved for payment of sick leave hours as was outlined in Department of Labor, SCSEP COVID-19, Frequently Asked Questions, emailed on March 21, 2020 for the timeframe March 12, 2020 to March 31, 2020.

The SCSEP temporary sick leave policy is rescinded for all participants effective June 15, 2020. All provisions of this policy revert to the regular sick leave policy found in the DAAS Policy and Procedure Manual, Chapter 4000.

Revision 1: June 15, 2020

Effective: June 15, 2020

#### **Revision 2 Note:**

The SCSEP temporary sick leave policy has been reinstated effective July 1, 2020 and will be effective through August 31, 2020.

All provisions of the policy are in effect, and the termination date of the policy will be re-evaluated throughout the stated timeframe. As information becomes availability about the re-opening and status of the COVID-19 pandemic, this policy may be revised and either extended or terminated. Participant safety will be given the utmost consideration moving forward.

Revision 2: July 1, 2020

Effective: July 1, 2020

**Revision 3 Note:**

The SCSEP temporary sick leave policy has been extended and will continue to be effective through September 30, 2020.

All provisions of the policy are in effect, and the termination date of the policy will be re-evaluated throughout the stated timeframe. As information becomes availability regarding re-opening and the status of the COVID-19 pandemic, this policy may be revised and either extended or terminated. The safety of participants will be the primary consideration in any extension or termination decision.

Revision 3: August 31, 2020

Effective: September 1, 2020

