



Hualapai Human Resources Department
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Memorandum No. 25-20
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4/14/20

From: Travis Godwin, Director
 Human Resources
To: All Tribal Employees
Subj: **Emergency COVID-19 Leave**
Ref: (1) Hualapai Personnel Policies & Procedures Manual Ch. 12.3, Sick Leave
 (2) Tribal Council Motion, DTD 4/16/2020
Encl: (1) Emergency COVID-19 Leave Request Form

1. Effective April 1st, 2020, Hualapai Tribal Council has expanded its definition of Paid Sick Leave to include leave for **Emergency COVID-19** related reasons and has included a list of qualifying reasons and procedures. This expanded definition is applicable between April, 1st, 2020 and December, 31st, 2020.
2. Emergency COVID-19 Leave, entitles certain employees to take up to two weeks (80 hours) of Emergency COVID-19 Leave.
3. Reasons for Leave:
 - a. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
 - b. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
 - c. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis from a health care provider;
 - d. The employee is caring for an individual (immediate family member) subject or advised to quarantine or isolation;
 - e. The employee is caring for a son or daughter whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 precautions; or
 - f. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
4. Amount of Leave:
 - a. Full-Time Employees are entitled to 80 hours of Emergency COVID-19 Leave.

- b. Part-Time Employees are entitled to up to the number of hours equal to the number of hours that the employee is normally scheduled to work over two workweeks.
 - c. A Full-Time or Part-Time Employee is **NOT** subject to a minimum amount of continuous days employed to be eligible for Emergency COVID-19 Leave. Under normal circumstances an employee would have to wait a minimum of 30 days in order to be eligible to take Sick Leave as per Ref. (1).
5. Notice Requirements:
- a. Where leave is foreseeable, an employee should provide notice of their need for Emergency COVID-19 Leave to their supervisor as soon as applicable.
 - b. Notice is not required in advance. However, notice is required after the first workday for which an employee takes Emergency COVID-19 Leave. An employee's spouse, adult family member, or other responsible party may provide written notice if the employee is unable.
6. Required Documentation:
- a. A doctor's note or an official notice from a closed school or daycare is not required.
 - b. An Emergency COVID-19 Leave form, Encl. (1), **IS REQUIRED** and constitutes the "Notice Requirements" described above.


Travis Godwin