



HUMAN RESOURCES DEPARTMENT

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March 12, 2020

Good afternoon,

Employees have raised a number of questions regarding the possible impact of the COVID-19 virus on their leave time. Most questions will be answered as we have more information about the actual impact on services provided by the City. However, there are two recurring questions I want to answer to hopefully ease some concerns:

1. What happens if I have to take time off because I'm ill or my family member is ill?
2. If my child's school closes, what do I do if I have to stay home because I don't have child care?

If employees have not been approved to work remotely because of the nature of their job duties, most will have adequate leave balances to use and ensure they continue to be paid. Accrued sick leave is acceptable to use in both situations described in the above questions. Annual vacation leave and accrued compensatory time are also acceptable to use if an employee has insufficient sick leave.

If any employee has inadequate leave balances to cover the time they must be absent, Donated Leave will be available, to whatever degree possible.

Currently, City Human Resource policy places limits on the number of sick leave hours that may be received and those that may be donated by an employee. (There is no limit on the number of annual vacation leave hours that may be donated or received.) Policy also currently requires that an individual must have been employed at least 90 calendar days to receive donated leave.

We are immediately suspending these specific policy limitations until further notice for any absence related to the COVID-19 virus. An employee must first exhaust all of their accrued leave balances (i.e. sick, annual, and compensatory time) in order to receive donated leave.

Employees will be eligible to both receive and donate more hours than the current limits. Employees who have not completed their 90-day qualifying period will also be eligible to receive donated leave.

Human Resources is soliciting annual vacation and sick leave donations (compensatory time may not be donated) from all interested employees by way of the attached form. The hours donated will be held in a pool and not deducted from the donating employee's leave balance until there is a need for another employee to receive a donation. HR will attempt to equalize deductions among donating employees; use of donated leave will not be based on the order in which such donations are received by Human Resources.

If you would like to donate leave, please complete the attached form and either scan it to the HR Scan folder or email it to me. Please call or email if you have questions. As I hope you are doing, Human Resources is trying to limit face-to-face contact in an effort to best protect you and yours.

HR will communicate changes in policy and procedures as situations evolve.

Kathy Crego
Chief Human Resource Officer
City of Missoula
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