



HUMAN RESOURCES DEPARTMENT

435 RYMAN STREET • MISSOULA, MT 59802-4297 • 406-552-6130 • HumanResources@ci.missoula.mt.us

March 17, 2020

As questions are received by HR and policy decisions made, I will pass on the information.

Please note that exceptions to policy are in effect only for COVID-related absences. These policies apply to both non-union employees and union members as long as the policy exceptions provide a greater benefit than the applicable collective bargaining agreement.

1. Excess Annual Vacation Leave – If you were notified in January that you have accrued excess annual leave, you will retain the excess hours through December 31, 2020, even if HR has not yet received approval from your supervisor.
2. If you received donated leave in the past for your approved FMLA or non-FMLA absence due to illness, injury or medical disability, that donated leave is available for your use **only** for the approved qualifying event (as defined in the FMLA and Sick Leave policies). The previously donated leave is not available to use for COVID-19-related absences. If you would like to receive donated leave for absences related to COVID-19, please complete the request form distributed last week.
3. You may choose to take leave without pay rather than use your accrued sick and/or annual leave. If you take an entire pay period as leave without pay, you will have to pay the insurance premium you currently pay through a payroll deduction, if any. If you are in a continuous leave without pay for 30 calendar days or more, you will have to make arrangements to pay both the City's and your share of the insurance premium.
4. Use of your sick and annual vacation leave before completing the 90-day and 6-month qualifying periods. New employees, under current policies, must be employed at least 90 days in order to use their accrued sick leave and 6 months to use their accrued annual vacation leave, per policies. These qualifying periods are waived for absences related to COVID-19.
5. If I donate leave, may I designate the individual(s) and/or department(s) who will receive? All donated leave will be pooled in an effort to provide leave to as many employees and in the most equitable manner possible. If you have what you think is an unusual situation that may justify an exception, please contact me. The potential impact on all employees may be significant – let's look after our entire City family if possible.

Remember, as communicated in my March 12 email, you may use your sick, vacation, or compensatory leave if you must stay home to care for your children due to school or daycare closures.

Another reminder – you must first exhaust your personal accrued sick, annual vacation, and compensatory time accruals to be eligible for donated leave.

Unknowns are many as we all do our best to navigate this unprecedented time; and as a result, anxiety may be high. Our EAP provider, Reliant Behavioral Health (RBH) is prepared to assist you in any way possible. Don't hesitate to call them at 866-750-1327 or review their web site at www.MyRBH.com (access code: Missoula). This service is available to every City employee and family member, at no cost, regardless of your employment status with the City.

Please let me know if you have other questions.

Kathy Crego
Chief Human Resource Officer
City of Missoula - 406-552-6128