



MENNONITE VILLAGE

Providing Life-Enriching Services Since 1947

Oregon Sick Leave, Oregon Family Leave Act, Family Medical Leave Act and Company Emergency Covid-19 Leave (Effective August 24, 2020)

PLEASE NOTE: This is a temporary policy in response to the COVID-19 Pandemic and its impact on the workplace and is subject to change without notice.

COVID-19 Leave Usage

Oregon Sick Leave:

Oregon law requires employers to allow employees to accrue, use, and generally carryover up to 40 hours of paid sick leave. Employees begin accruing this time upon hire, but are not eligible to use Oregon Sick Leave until after 90 days of employment.

Oregon sick leave is available for the following purposes:

- Your own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- Care for your family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- For purposes allowed under OFLA, such as bereavement leave, caring for a newborn child or newly adopted/foster child, or sick child leave, regardless of whether the employee is eligible for OFLA leave and regardless of whether the company is a "covered employer" under OFLA;
- For any purpose allowed under Oregon's domestic violence, harassment, sexual assault, or stalking law; or
- As a result of a public health emergency including:
 - Closure of the employee's workplace or school of the employee's child's school or care,
 - A determination by a lawful public health authority or a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others; or
 - The exclusion of the employee from workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons

Eligible employees that need to be absent from work for one of the above reasons can use Oregon Sick Leave.

Oregon Family Leave Act and Family Medical Leave Act

If an employee or their family member is diagnosed with a confirmed case of COVID-19, that employee may qualify under FMLA and/or OFLA as a serious health condition for themselves or for their family



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member. A serious health condition is generally an illness, injury, impairment, physical, or mental condition that involves inpatient care, requires constant or continuing care, poses an imminent threat of death, or is terminal in its prognosis, or involves a period of incapacity and the inability to perform at least one essential job function for more than three consecutive days.

OFLA also covers absences for eligible employees to provide care for a sick child that has an illness, injury, or condition that is not a serious health condition, but which requires home care. It also includes absences to care for an employee's child whose school or place of care has been closed in conjunction with a statewide public health emergency declared by a public health official. OFLA taken for this specific reason will not be available after September 13, 2020.

Generally, federal Family Medical Leave ("FMLA") is available to employees who have (a) completed at least 12 months of service, (b) who have worked at least 1,250 hours in the previous 12 months, and (c) who work at a location where the Company employees at least 50 other employees within a 75-mile radius. Generally, Oregon Family Leave ("OFLA") is available to employees who have completed at least 180 days of employment, averaging at least 25 hours per week. Parental leave is generally available to employees who have completed at least 180 days of employment.

OFLA/FMLA leave is unpaid, but employees are entitled to use any paid leave they have available. If an employee has exhausted their paid leave, that employee may take the time as unpaid.

Company Provided Emergency Covid-19 Leave

All COVID-19 related absences will not count against the Company's attendance policy. If fraud or abuse is suspected, the Company may request a doctor's note for the employee or their family member, or other necessary documentation to verify the need.

As part of the new mandatory testing for all HCP the following paid time off guidelines will be implemented until such time the mandatory testing requirement is lifted:

- HCP who are positive and symptomatic will be excluded from work. They may return after
 - At least 3 days have passed since recovery, (defined as resolution of fever without the use of fever-reducing medications) and improvement of respiratory symptoms(e.g. cough, difficulty breathing), AND
 - At least 10 days have passed since symptoms first appeared.
- HCP who are positive and have no symptoms (asymptomatic) will be excluded from work. They may return to work after:
 - At least 10 days have passed with no symptoms and from the date the test was administered.

Mennonite Village will pay for any scheduled shifts for the following 10 days from the date the positive result is received from the Emergency Covid-19 Leave fund.



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Mennonite Village may pay up to 5 days from the Emergency Covid-19 Leave fund if an employee is showing signs of Covid-19 related symptoms (fever 100+, loss of taste/smell, cough, etc.) and advised to stay off work by physician until after 72 hours with no symptoms or test confirms negative for Covid. A doctor's note may be requested.

All other reasons for being off work for illness will not qualify for the Emergency Covid-19 Leave fund and employees will need to use their own earned leave time to cover the absence.

Mennonite Village will not pay for time off from the Emergency Covid Leave fund for school closures or daycare closures. Employees may use their Earned Leave for these situations.

Positive Test from a Known Workplace Exposure

If you develop Covid-19 from a known exposure in the workplace, you may file a workers compensation claim. The company will submit the claim to Saif for review. If approved your time away from work will be paid as a workers compensation claim. If Saif claim denied the employee will be eligible for up to 5 days of paid time off from the Emergency Covid-19 Leave fund. If the employee is off work longer than 5 days, they may apply for UI benefits or access their own earned leave.