

Oregon Sick Leave, Oregon Family Leave Act, Family Medical Leave Act and Company Emergency Covid-19 Leave (Updated August 20th, 2021)

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 member. A serious health condition is generally an illness, injury, impairment, or 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 covers 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.

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 OSHA Emergency Temporary Standard requirements for healthcare the following paid time off guidelines will be implemented until such time the temporary rules are lifted.

Mennonite Village and MSNW will continue to pay, or supplement pay from another source, such as publicly or employer-funded compensation program, for earning lost during the period of removal for the following reasons:

- If an employee wants to get vaccinated but can only find an open appointment on a day they are scheduled to work, they should work with the staffing coordinator. Every effort will be made to allow for time off to attend vaccination appointment(s). If an employee ends up experiencing a reaction following the vaccination, the company will pay for days absent due to reaction. If more than 3 days, the company may request a doctor's note.
- Exposure to Covid requiring employee to self-quarantine: If non-symptomatic you will be required to remote work. Remote work may include completion of any outstanding PowerDMS trainings, policy reviews, on-line trainings (ex. First Aid, CPR), or if already approved for intermittent remote work, you will be expected to do the essential functions of your job that can be completed remotely. If still unable to work after completion of all PowerDMS items and trainings the company **may** pay the balance of any lost wages. If your exposure to Covid is non-work related you must be able to provide proof from a healthcare provider or the county health department that you were exposed and must quarantine.

- Symptoms: If you are instructed to stay off work for Covid related symptoms you must make arrangements to take a Covid test within 24 hours. Mennonite Village will pay any lost wages you would have been entitled to during your absence, you will be required to return to work or use your own Earned Leave (EL) balance once a negative Covid result is received. Mennonite reserves the right to request proof of illness or need to remain off work from a medical healthcare provider if the absence is longer than 3 days.
- Positive Test:
 1. Work related: 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 and Mennonite Village will cover any loss wages during any wait period applied by Saif. If the Saif claim is denied Mennonite Village will pay for all lost wages incurred during the removal for Covid.
 2. Non-Work related: If you develop Covid-19 from an exposure outside the workplace, you must check with the infection control nurse and your primary care doctor, if seeking care, to determine how long you must be away from the worksite. Mennonite Village will pay for any scheduled shift during your removal from work for Covid.

Mennonite Village will continue to provide benefits to which the employee is normally entitled to and pay the same regular pay you would have received if you had not been absent from work up to \$1,400 per week for the first two weeks. Beginning the third week of an employee's removal, the amount will be reduced to only two-thirds of the same regular pay the employee would have receive had the employee not been absent from work, up to \$200 per day or \$1,000 per week in most cases.