



Lac du Flambeau Band of Lake Superior Chippewa Indians

NOTICE TO EMPLOYEES: CORONAVIRUS WORKPLACE POLICIES

REVISIONS EFFECTIVE: 03/18/2020

EMPLOYEES WHO ARE SENT HOME DUE TO COVID-19 CONCERNS, BUT WHO CAN NOT WORK FROM HOME, WILL RECEIVE NORMAL WAGES ON NEXT PAY DATE

Tribal Council is making every effort to balance the need to limit workplace-related exposure to COVID-19, with the overwhelming necessity to ensure that employees continue to receive paychecks. Employees who can work from home, and who do not absolutely have to be in the workplace, have been sent home with the expectation that they will work from home and continue to receive a paycheck. Sick time criteria have been modified so that employees who need to stay home to care for children or ill family members can use sick time to do so, without a physician's note.

Unfortunately, we now have situations wherein employees who do not have any sick time or annual leave left have been sent home from work due to partial shut-down, but can not work from home due to the nature of their job duties. In an effort to be fair to all employees, Tribal Council has implemented the following emergency policy:

- A. All employees who have been designated as "Off-Site Workers" will continue to work at home pursuant to the emergency policy entitled "EMPLOYEES PERMITTED TO WORK FROM HOME," which went into effect 03/17/2020.
- B. All employees who can not work from home but are not present in the workplace due to Emergency Leave Days as a result of partial shut-down, isolation, or the need to care for children, elders, or other family or household members, will receive a regular paycheck on pay date 04/02/2020, and will not be charged sick time or annual time.
- C. To receive pay, employees who can not work from home but are not present in the workplace due to Emergency Leave Days as a result of partial shut-down, isolation, or the need to care for children, Elders, or other family or household members, must document their Emergency Leave time by completing an EMERGENCY LEAVE DAY REPORT form (attached to this emergency policy). Employees must submit the completed forms to their Supervisors, upon their return to work.
- D. *Employees must understand that many grant programs will not permit payment for hours not worked, and the General Fund is very limited, so there is no guarantee that funds will be available to pay everyone for subsequent unworked pay periods. So, even though it may seem unfair, unworking employees with available sick time or accrued annual time may be required to use that time in order to receive subsequent paychecks if the partial shutdown continues, or is expanded to a full shutdown.*

EMERGENCY LEAVE DAY REPORT

PAY PERIOD: 03/12/2020-03/26/26

Employee Name: _____

Department: _____

Supervisor: _____

DATE	HOURS OF EMERGENCY LEAVE

TOTAL HOURS OF EMERGENCY LEAVE: _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Employee Signature: _____ **Date:** _____