



PAID QUARANTINE LEAVE

I. PURPOSE

To provide paid leave to sworn police officer and fire fighters who are ordered to quarantine or isolate by the City's health authority or department management due to a possible or known exposure to a communicable disease, as defined by the Department of Health Rule 25 Tex. Admin. Code section 97.3(a)(2), while on duty, in accordance with Texas Local Government Code 180.008.

II. SCOPE

This policy applies to all fire fighters and police officers.

III. POLICY

Paid Quarantine Leave provides that:

- A. A fire fighter or police officer on paid quarantine leave receives:
 - 1. All employment benefits and compensation, including leave accrual, pension benefits, and health benefit plan benefits for the duration of the leave; and
 - 2. Reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation; and
 - 3. Requires that the leave be ordered by the person's supervisor or the City's health authority.
- B. The City may not reduce a fire fighter's or police officer's sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance in connection with paid quarantine leave taken in accordance with a policy adopted.

III. DEFINITIONS

A. Firefighter



A member of the Georgetown Fire Department serving in substantial compliance with Chapter 143 of the Texas Local Government Code who is entitled to civil service status under section 143.005 of the Texas Local Government Code; and a member of the Georgetown Fire Department that has not yet achieved civil service status but who is certified as an emergency medical technician under chapter 773, Health and Safety Code, and/or certified by the Texas Commission on Fire Protection.

B. Peace Officer

A member of the Georgetown Police Department serving in substantial compliance with Chapter 143 of the Texas Local Government Code who is entitled to civil service status under section 143.005 of the Texas Local Government Code; and a member of the Georgetown Police Department that has not yet achieved civil service status but who holds a permanent peace officer license under chapter 1701, Occupation Code.

C. Communicable Disease

Defined by the Department of Health Rule 25, Texas Administrative Code section 97.3(a)(2), which includes, but is not limited to, novel coronavirus and novel influenza.

D. Medical Documentation

Any requested medical documentation by Human Resources will follow the Health Insurance Portability and Accountability Act (HIPAA) and protected health information (PHI) guidelines.

IV. PROCEDURE

- A. The Police and Fire Department will coordinate with and notify Human Resources of events that may trigger this policy. Upon notification, Human Resources will follow appropriate steps to ensure applicable leave is communicated to the employee.



- B. Medical documentation, including proof of diagnosis must be made available to Human Resources, if requested.
- C. This policy is not applicable for off-duty exposures. An off-duty exposure resulting in quarantine will require the use of personal leave time.
- D. Employees may be required to attest to the believed source of exposure so that the City can reasonably determine if the exposure occurred on or off-duty.
- E. Employees approved by Human Resources for use of paid quarantine leave shall utilize the following Workday time entry protocol - Time Type: Administrative Leave, Time Off Reason: COVID-19, Comment: Exposure.
- F. Any employee request for reimbursement of costs related to quarantine, including lodging, medical, and transportation must be made to Human Resources within thirty days of completion of quarantine. Pre-approval from HR and department head is required for alternative lodging accommodations based on duration and current situation. Request will be considered by Human Resources and the employee's Department Head and will only be approved if considered both reasonable and necessary.