

March 19, 2020

Good morning:

I would like to take this opportunity to provide some clarification on employees' use of sick and vacation time during this telework period.

1. Public Safety employees, including police, fire and 911, may not request off time because schools have closed as a result of the COVID-19 threat. Such employees are considered to be essential employees and are expected to report to work during this crisis. Depending on the number of requests to be off, this prohibition may be extended to other essential personnel.
2. Any other employee who requests to be off because of the school closure, must use sick or vacation time. If these employees have no available time, the employee may borrow up to 80 hours of vacation and sick time.
3. An essential employee who is unable to report to work because an illness or medical condition warrants leave during the city's COVID-19 state of emergency, must use leave time for absences. Again, these employees may borrow up to 80 hours of future vacation or sick time once all accrued leave has been exhausted. Medical documentation will be required, substantiating the need to be off work. If there is sufficient work for the employee to perform from home, telework may be offered. These employees must properly account for their hours worked. Employees in this category are not considered to be "on call," and are not expected to be available for work.
4. Employees who are deemed non-essential during the COVID-19 state of emergency and are "working" from home but have not been given any work assignments, will continue to be paid as if they were working. If there is a need for these employees to report to work, they must be available during their normal working hours, if requested. These employees are considered to be "on call" and must be available to work during their normal work hours, if deemed necessary.

If you have any questions, please do not hesitate to contact HR at 205-254-2819 or by email at [employeerelations@birminghamal.gov](mailto:employeerelations@birminghamal.gov).

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