

Temporary Emergency Paid Leave II for City of Milwaukee Employees

FREQUENTLY ASKED QUESTIONS

Changes Effective as of January 1, 2021

(Updated January 20, 2021)

Due to the ongoing pandemic, the Temporary Emergency Paid Leave (TEPL-II) account of 80 hours has been expanded starting January 1, 2021 for eligible city of Milwaukee employees to be used in accordance with the guidelines established below, additional TEPL-II hours may be available, on a case by case basis, as approved by DER.

This TEPL-II account has been created and expanded for City of Milwaukee employees who are exhibiting symptoms of COVID-19 or who have to quarantine or isolate due to exposure to COVID-19 or a positive test result and who have exhausted all of their sick leave.

In order to use this leave employees must follow departmental sick leave procedures and provide their department with a signed [Absence Due to Illness Form](#).

1. When will the TEPL-II account be available for use and who is eligible to use the account?

The expanded TEPL-II will be effective beginning January 1, 2021 for the duration of the declared state of emergency. Employees will need to meet the following criteria to be eligible to use the account unless stated otherwise in an MOU for employees who are covered by a Collective Bargaining Agreement:

- a. The employee is subject to a federal, state, or local quarantine or isolation order
- b. The employee has been advised by a health care provider to self-quarantine based on a COVID-19 exposure and not due to a risk based on medical issues or age
- c. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis

2. Will the TEPL-II apply to employees who are part-time, on a temporary appointment or who work an Alternative Work Schedule?

Yes, the hours are available to employees who work less than 40 hours in a week, are on a temporary appointment, or employees who work alternative work schedules provided that the employee is scheduled to work the day or hours for which they are requesting the use of TEPL-II.

3. What type of procedure will an eligible employee need to follow to use the TEPL-II when calling in?

Employees are expected to notify their departments in advance and to follow department specific call in procedures to request use of the TEPL-II time.

4. When an eligible employee is filling out their time card what pay code should they use to capture the use of TEPL-II?

The Pay Code to be used and charged when accessing the bank of hours is: **C69**

5. If an employee is scheduled to use unpaid FMLA during their exposure quarantine, isolation, or awaiting a medical diagnosis but the employee is eligible for the TEPL-II, would the employee still need to use unpaid FMLA?

If an employee becomes eligible for TEPL-II and would have otherwise been using unpaid FMLA, the employee would use TEPL II.

6. Will the use of TEPL-II count as an occurrence under a Sick Leave Control Program (SLCIP) and thereby count against the employee's eligibility for the program?

Using the TEPL-II account by an eligible employee will not count as an occurrence under the SLCIP and will not affect an employee's eligibility for a SLCIP day.

7. Will the use of TEPL-II by an eligible employee affect the accrual of any leave, benefits, or service credit?

The use of TEPL-II by an eligible employee will not affect any leave accrual, benefit eligibility, or service credit.

8. Will TEPL-II count as hours worked for purposes of determining overtime?

Time charged to TEPL-II will not be considered hours worked for the purpose of determining overtime.

9. If an eligible employee is in a position in which they could telecommute, with approval from management, should that employee use TEPL-II?

If an eligible employee is in a position in which they could take advantage of telecommuting the employee should telecommute and not use TEPL-II.

10. Can an eligible employee use TEPL-II intermittently for the care of a child due to a change in school schedule or childcare arrangement?

No, TEPL-II **cannot** be used by an eligible employee on an intermittent basis for the care of a child for any reason.

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11. Can an eligible employee use TEPL-II to care for a family member who is in quarantine or isolation, or showing symptoms of COVID-19?

No, TEPL-II **cannot** be used for the care of a family member for any reason.

12. Where can I look for information for employees covered by a collective bargaining agreement?

Please contact the Labor Negotiator, Nicole Fleck at 286-3371 or nfleck@milwaukee.gov for any relevant MOU.

13. Is a Return to Work Certificate required when returning to work using TEPL-II?

There is no Return to Work Certificate requirement for missing work due to a quarantine from a high-risk COVID exposure.

14. Can TEPL-II be used for any shift employee (1st, 2nd, etc.)?

Yes, it does not matter what shift an employee works. TEPL-II is available if the employee falls into the allowable category.