

Temporary Emergency Paid Leave II for City of Milwaukee Employees

FREQUENTLY ASKED QUESTIONS

Updated As of: November 12, 2020

Due to the ongoing pandemic, a second Temporary Emergency Paid Leave (TEPL-II) account of 80 hours has been created 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 for City of Milwaukee employees who have had to quarantine due to a work related exposure for at least a second time and have exhausted all other forms of paid time off

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

The TEPL-II will be effective 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:

The employee has been instructed by a manager or HR to quarantine, for at least a second time, due to a work exposure to COVID-19 and has exhausted all other paid time off, including Emergency Paid Sick Leave under the FFCRA.

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 the work exposure quarantine, 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.

- 11. 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.

12. 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.

13. 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.