

SIDE LETTER AGREEMENT

Due to COVID 19 and the Families First Coronavirus Response Act (FFCRA), employees may need access to leave balances that currently have a cap or a restriction for use identified within the MOU or Personnel Rules. At this time, both parties agree that all caps and restrictions on use are suspended, and any type of accrued leave may be used through December 31, 2020¹ which would allow eligible employees to utilize any paid leave they have accrued for any of the reasons as outlined in the FFCRA:


1. The employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
5. The employee is caring for their own child if the school or place of care of the child has been closed, or the childcare provider for the child is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specific by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Additionally, for the period of March 17, 2020 when the City declared a State of Emergency through March 31, 2020, when the FFCRA went into effect, employees who took time off for care of their children due to school and childcare closures, and who utilized leave other than paid sick leave, will be permitted to correct their time retroactively and apply paid sick time.

The City of Glendora and AFSCME have reached agreement, pending Council's approval.

For the City of Glendora

For AFSCME



Lewis Schmidt 3/26/2020

¹ This date coincides with the expiration of the Families First Coronavirus Response Act (FFCRA).