



# City of Anaheim

## HUMAN RESOURCES DEPARTMENT

**DATE:** April 1, 2020

**TO:** Anaheim City Employees

**FROM:** Linda Andal, Human Resources Director

**SUBJECT:** “Revised” Temporary Paid Leave Program in Response to COVID-19 And CARES Act

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On Monday, March 18 the Families First Coronavirus Response Act was signed into law, amending the Family and Medical Leave Act (“Act”) by providing Public Health Emergency Leave and Emergency Paid Sick Leave. The law is effective April 1, 2020 and terminates on December 31, 2020. As a result, the City revised its Temporary Paid Leave Program to reflect the amended federal laws and therefore, the Special Paid Sick Leave (SPSL) implemented on March 17, 2020 is terminated and SPSL hours will no longer be available for employee use beginning April 1. The telecommuting policy remains in effect.

In an effort to reduce the impact of the virus on our employees, the City Manager has authorized additional steps to provide employees with a better benefit than required by the Act, such as expanding the leave to those who would not otherwise be eligible as well as allowing for accrued leave to be used in lieu of 2/3 pay set by the Act; your health, safety and family remains a priority to the City. Attached are the following:

1. Revised Temporary Paid Leave Program
2. Employee Notice Posting (this notice is a great summary of the new Act)
3. Employee Request Form for “Emergency Paid Sick Leave” and “Public Health Emergency Medical Leave”

We recognize the new law is complex and will be posting FAQs on the Human Resources webpage by the end of this week. The attached documents will also be posted.

In addition, on March 27 the Coronavirus Aid, Relief, and Economic Security (CARES) Act, was signed into law to ease the financial pressures from the COVID 19 pandemic. As the Plan Administrator, we have already taken steps to implement the Act which will allow employees impacted by COVID-19 to withdraw with tax-favor, allowing for three years to pay back and increasing loan amounts from \$50,000 to \$100,000. Plan documents are being prepared and we hope to roll-out this program very soon.

As things continue to evolve, policies may need to be re-evaluated and adjusted to best meet the City’s needs. Thank you for your tremendous effort to not only keep our staff and community safe, but also your creativity in keeping our essential services up and running for the City. Your response will make the difference in getting the City through this crisis.