



## Leave Matrix If Employee Declines Work Assignment

During the current public health crisis the City needs every employee available to help fight against COVID-19, and ensure that essential City services continue without interruption. Nevertheless, employees may decline to work on-site for a variety of reasons.

If employees decline work assignments, department personnel officers/supervisors/managers should talk to employees about options that may address their concerns and that may enable them to accept the work assignments, such as providing face coverings. If employees still declines work assignments, departments should take the actions below to ensure that the work gets done and that employees are in the appropriate work/leave status.

What was Declined* & Why	Employee's Current Status & Will Status Continue?			
	Telework	Essential Work On-site	Paid Furlough	Approve Leave?
<u>DSW Assignment</u> Exposure Concerns No HCP Advice	Stop telework for duration of rejected DSW assignment.	Stop work for duration of rejected DSW assignment**	Stop. Not eligible for paid furlough until employee provides notice of availability for on-site work.	Employee can use vacation or other leave, <u>except sick leave</u> .
<u>DSW Assignment</u> Exposure Concerns w/ HCP Advice	Continue telework, if employee able to telework and doing so is operationally feasible.	Stop work until HCP releases employee to return to work (no time limit)	Stop. Not eligible for paid furlough until employee provides notice of availability for on-site work.	Yes, if no telework, employee may use ESP, sick leave, or other accrued leave in lieu of sick leave.
<u>DSW Assignment</u> Sickness/Injury	If sick, stop telework until recovered. If injured, request medical note with restrictions, evaluate whether employee can do DSW or telework with or without accommodation.	Stop work until recovered from sickness. If injured, request medical note with restrictions, evaluate whether employee can do DSW or telework with or without accommodation.	Stop. Not eligible for paid furlough.	Yes, if no telework, employee can use sick leave, or other accrued leave in lieu of sick leave (no ESP if not COVID-19).
<u>DSW Assignment</u> Childcare	Continue telework, if employee able to telework and doing so is operationally feasible ***	Not applicable	Stop. Not eligible for paid furlough until employee provides notice of availability for on-site work.	Yes, if unable to telework, then employee may use ESP, ESF, sick leave, or other accrued leave.
<u>Essential Work On-Site</u> Exposure Concerns No HCP Advice	Stop telework until employee provides notice of availability for on-site work.	Not applicable	Stop. Not eligible for paid furlough until employee provides notice of availability for on-site work.	Employee can use vacation or other leave, <u>except sick leave</u> .

<u>Essential Work On Site</u> Exposure Concerns w/ HCP Advice	Continue telework, if employee able to telework and doing so is operationally feasible.	Not applicable	Stop. Not eligible for paid furlough until employee provides notice of availability for on-site work.	Yes, if no telework, employee may use ESP, sick leave, or other accrued leave in lieu of sick leave.
<u>Essential Work On Site</u> Childcare	Continue telework if feasible***	Not applicable	Stop. Not eligible for paid furlough until employee provides notice of availability for on-site work.	Yes, if unable to telework, then employee may use ESP, ESF, sick leave, or other accrued leave.
<u>Telework</u> Childcare	Not applicable	Not applicable	Stop. Not eligible for paid furlough until employee provides notice of availability for telework or other work.	Yes, employees unable to work or telework due to childcare needs may use ESP, ESF, sick leave, or other accrued leave, if eligible.

\*\*\*Declined" includes, failure to answer calls regarding an assignment, and failure to return calls/emails about an assignment.

\*\*If employees can work on-site, but self-certify that a health care provider advised against working in a DSW assignment, then departments should ask employees why they can work at one site but not at another. Be prepared to address their identified concerns and, if applicable, offer the reasonable accommodation materials and process.

\*\*\*Employees unable to work because of childcare needs must complete a COVID-19 DSW/Work Restriction Form certifying that they are caring for children, but able to telework.

(05/05/2020)