



SCC ICS COVID-19 Pandemic Policy and Procedure



Title: COVID-19 Pandemic Paid Leave	Pages: 1 of 2
Description: Paid time off for quarantined/isolated employees.	Effective Date: 9-28-21
Department: All Tribal Businesses	Reviewed/Revised Date:
Manual Section:	
Policy Number: ICS-CV19-SCC-1	Next Review/Revision Date: TBD

- I. **Purpose:** The Incident Command System (ICS) Health Authority has adopted this policy that is designed to help slow the spread of COVID 19 for the safety and well-being of the Sokaogon Chippewa Community, its members, and its employees.
- II. **Scope:** To ensure the safety and well-being of all members of the community and employees; and, their role in preventing the spread of COVID-19. All employees of the tribe are required to follow the policy and procedure set in place.
- III. **Policy:** To provide limited Paid Leave to vaccinated employees that are required to quarantine/isolate due to COVID-19.
- IV. **Procedure:** An employee that is required to quarantine/isolate due to COVID-19 exposure/infection may be provided Pandemic Paid Leave to use towards quarantine/isolation. Employees will be provided Paid Leave for up to 2 weeks of their normal scheduled hours. Paid Leave may be used within one (1) fiscal year (Oct 1 thru Sep 30). If an employee has depleted their Pandemic Paid Leave within that fiscal year they may take time off without pay or use accumulated vacation time. Employees that are in short quarantine while waiting for test results will not qualify for Pandemic Paid Leave.

Employees must adhere to quarantine/isolation measures in order to qualify for Pandemic Paid Leave. Violation of quarantine/isolation measures will result in forfeiture of COVID-19 benefits including Pandemic Paid Leave. If it is determined that an employee misuses Pandemic Paid Leave that employee may be subject to disciplinary action up to and including termination of employment.

V. **Authors: Jake Godin**

Approval/Signature(s):

Connie Quade
Connie Quade, ICS Commander

9-28-21
Date

Robert VanZile
Robert VanZile JR, Tribal Chairman

9/29/21
Date