



Jobsite News

WTCC Craft Employee Guidance Regarding Time Away from Work

Update Regarding Coronavirus (COVID-19)

The coronavirus national emergency is presenting many challenges now and in the foreseeable future. We recognize that employees who have challenges with childcare or are ill may need time away from work. Communication is essential to the efficient planning, scheduling, and execution of work at the WTP. If time off is needed refer to the WTCC Authorized Annual Leave Policy. Please see below for updated/additional guidance.

The list below will not count toward your 160 hours Personal Time Off (PTO)

- If an employee calls in sick or submits a TOR for sick leave.
- If an employee chooses to self-quarantine due to underlying medical condition or other category of vulnerability concern to the COVID-19.
- If an employee has an official presumptive positive or confirmed diagnosis of COVID-19.
- If an employee needs to care for a covered family member (listed below) with an official presumptive positive or confirmed diagnosis of COVID-19.
- If an employee's workplace or child's school or place of care has been closed and you need to care for your child.

All other absences including but not limited to; personal time off, vacation, or those not covered by a legally required absence will count against your allotted PTO.

If you have received an official presumptive positive or confirmed diagnosis of COVID-19 from a health care provider or public health

authority and work at the WTP Project, for consideration of your brothers and sisters please self-identify and report it to the Project.

If you are a WTCC craft employee: Please follow normal procedure and call the normal absence notification hotline at **509-373-8728** and leave your name and number and include a message that you have been officially tested and received a result of presumptive positive or confirmed by a medical provider or public health authority. A WTP Safety and Health professional will contact you.

Please direct questions or concerns regarding the above information to Labor Relations.

Thank you

When may I use my earned accrued employer paid sick leave?

You may begin using earned paid sick leave 90 calendar days after your first day of work with your employer

You may use this leave:

- For a mental or physical illness, injury, or health condition or if you need a medical diagnosis or preventative medical care.
- If a family member (see below) needs care for a mental or physical illness, injury, or health condition, or needs a medical diagnosis or preventative medical care.
- **If your workplace or your child's school or place of care has been closed for any health reason by order of a public health official.**
- If you are absent from work for reasons that qualify for leave under the state's Domestic Violence Leave Act (DVLA).

What family members may I use accrued paid sick leave to care for?

Family members include your:

- Child - This may include a biological, adopted, or foster child, stepchild, or child you are legally responsible for.
- Parent - This may include your biological, adoptive, or foster parent, your stepparent, or someone who was your legal guardian or their spouse or registered domestic partner – or a person who was legally responsible for you when you were a minor.

- Spouse
- Registered domestic partner
- Grandparent
- Grandchild
- Sibling