

From: [Donald Wood](#)
To: [Supervisors](#)
Subject: RED: Clarification - COVID - 19 PTO
Date: Wednesday, March 18, 2020 10:09:22 AM
Importance: High

Good Morning LifeWays Supervisors,

This is a follow up and clarifying email to the communication sent yesterday that introduced COVID-19 Paid Time Off (PTO).

LifeWays expects that if you or your staff are able to telework, you are doing so. If employees select to do personal things during normal work hours or for PTO that was already approved, *regular PTO* must be entered in the employee's time card for this time. Please remember that staff still receive either two ten-minute breaks, or one twenty-minute break per day when they are encouraged to step away and "re-group."

It is important to remember that the new COVID-19 PTO is for ***emergency*** use only. We are trusting that you are having conversation with your staff to determine the appropriate ***emergency*** usage for the COVID-19. Please explain to staff that should this benefit be abused they may face disciplinary action up to and including termination of employment.

To reiterate the appropriate uses of the COVID-19 PTO:

- The employee has identified as High Risk ***and*** is unable to work remotely.
- COVID-19 symptoms displayed by the staff member or someone they are caring for.
- Exposure to someone diagnosed with COVID-19.
- Issues related to daycare/care of family member that prevents the employee from working from home.
- Reduced work schedule as determined by a supervisor.
- Inability to work remotely.

If you are suspicious regarding the employee's use or intention, question the employee and inform them that you will be consulting with HR for further guidance. There may be unique situations in which you as a supervisor are unsure and are more than welcome to consult with HR.

Kindest Regards,

Don

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LifeWays Community Mental Health, in partnership with our community and provider network, inspires hope and equips individuals on their journey toward recovery and wellness.

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