

TALKING POINTS FOR LEE HEALTH LEADERS: Covid-19 Leaves of Absence

(Updated:05.09.20)

The purpose of these TALKING POINTS is to inform leaders of important changes to the **Lee Health Emergency LOA (Leave of Absence) Program** with the expectation they reach out personally to all staff to share these changes and compassionately communicate how team members can access additional support as needed.

Please review the following changes carefully and contact your Employee Relations Consultant (ERC), your Human Resources Business Partner (HRBP), or HR Call Center (239-424-3500) with questions.

I. **The qualifying reasons for a Lee Health Emergency Leave of Absence have been updated to reflect the need for leave due to a temporary elimination of work hours:**

The employee is unable to work or telework, because:

- Employee received and exhausted two weeks of Emergency Paid Sick Leave but am still experiencing the same condition for which I qualified for Emergency Paid Sick Leave and remain unable to return to work;*
- Employee or an immediate family member with whom I live is in a COVID-19 high-risk group as defined by the Centers for Disease Control and Prevention (“CDC”); [click here](#) for more information about how CDC defines those at high-risk for severe illness from COVID-19;*
- The federal, state or local authorities have issued a “stay-at-home” order applicable to employee; or*
- Employee performs non-essential job duties (job duties not essential to the continuity of Lee Health’s operations during the current pandemic state of emergency as determined by employee’s supervisor)*
- and/or Employee is experiencing a temporary elimination of work hours and have not otherwise been redeployed.*

II. **Other Modifications to Lee Health Sponsored Emergency LOA Program:**

The **Unpaid Lee Health Emergency LOA Program** has been modified as follows:

1. The program is extended through June 20, 2020.
2. Beginning May 10, 2020, employees on the Lee Health Emergency Leave of Absence may, but **are not required** to use PTO.
3. Employees currently on the Lee Health Leave of Absence must confirm their choice to Not Use PTO with the HR Call Center on or before May 20, 2020.
4. The Lee Health Emergency LOA program remains an unpaid LOA program through Saturday, June 20, 2020.
5. During the period, April 26 to June 20, Lee Health will pay both the employer-portion and employee-portion of current benefits (health, dental, vision and/or basic life insurance) for those employees in the Lee Health Emergency LOA program who do not use sufficient PTO to cover the pay period.

6. Employees on the unpaid Lee Health Emergency LOA may be eligible to receive unemployment compensation benefits, including the extra \$600 per week in federal compensation appropriated through the economic stimulus bill, Coronavirus Aid, Relief, and Economic Security (CARES) Act.
7. The **COVID-19 LOA Application Form #2233** has been revised to reflect these changes.

Expectations for Leaders:

- It is important that every Lee Health leader with employees on any type of leave of absence reach out to those employees, personally, to share these changes and offer support.
- The importance of leaders providing a “personal touch” with each affected team member cannot be over-emphasized. Keeping in regular contact with employees on leave is critical to keeping staff safe, maintaining future staffing, and continuing to provide exceptional care for our community.

Please contact your Employee Relations Consultant (ERC), your Human Resources Business Partner (HRBP), or HR Call Center (239-424-3500) with any questions.