



## Department of Human Resources

To: Police Officers, Dispatchers, Animal Control Officer (ACO), EMS Coordinator and Public Works (Fleet, Operations, and Facilities)

From: Cindy Coville, Director of Human Resources

Date: 4/1/2020

Re: Policy on Paid Sick Leave for Town of Bloomfield Emergency Responders

---

The Families First Coronavirus Response Act provides for Public Health Emergency Family Leave and for Emergency Paid Sick Leave for COVID-19 related reasons from April 1, 2020 through December 31, 2020. All sworn Police Officers, Dispatchers, ACO, the EMS Coordinator and Public Works employees are exempt from receiving these benefits as Emergency Responders.

However, the Town Policy set forth below clarifies the benefits that will be extended to the Emergency Responders in the Town of Bloomfield and will be in effect from April 1, 2020 until such time that the Town amends or rescinds this policy in its discretion.

### **Paid Leave**

The Town of Bloomfield will pay sworn Police Officers, Dispatchers, ACO, the EMS Coordinator and Public Works employees for up to 10 workdays if the employee is:

1. Subject to a federal, state or local quarantine or isolation due to COVID-19;
2. Subject to self-quarantine or isolation due to COVID-19 at the advice of a health care provider;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis; or
4. Presenting any other substantially similar conditions specified by the Secretary of Health and Human Services while at work and is sent home by the department.

**Documentation will be required by the Town when requested.**

Employees out of work under any of the above circumstances should record LWP-COVI on their timesheet for the first 10 workdays. Sick leave will not be deducted from the employee's accrued leave bank when this payroll code is applicable and used.

April 1, 2020

Sick Leave for First Responders

Page 2

After exhausting the paid leave set forth in this policy, the employee must then use his/her accrued sick leave or other accrued time off. Employees who received leave with pay for time related to the above circumstances prior to April 1 will have that time deducted from the 10 workdays provided by this policy.

### **Family & Medical Leave**

Sworn police officers, dispatchers, ACO, the EMS Coordinator and Public Works employees will receive FMLA paperwork after three (3) days of absence. If the absence and treatment meet the definition of a "serious health condition" under the Family and Medical Leave Act, the absence will be considered FMLA leave, provided the employee meets all other eligibility requirements.

If you have any questions regarding this policy, please don't hesitate to contact Human Resources via phone at 860-769-3544. You may also call me directly on my cell phone at 860-422-3970.

cc: Keri Rowley, Director of Finance  
Paul Hammick, Chief of Police