



CITY OF ORONO

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City of Orono COVID-19 Leave Plan

The City will implement a flexible leave and scheduling policy for the duration of this emergency. The City may need to make modifications as time goes on because the full extent of the emergency is currently unknown. The policy is as follows:

Employees will be allowed to earn vacation, sick, and compensatory time above the current allowed limits.

If an employee or their direct family member is exposed to COVID-19 or they are required to stay home or may be sent home for the health, welfare, and safety of the other employees and residents for a minimum of 14 days. A doctor's note may be required to allow the employee to return to work.

If an employee is currently ill, they are required to stay home or may be sent home. An employee who is currently sick may return to work after exhibiting no symptoms of fever, cough, sore throat, for 24 hours without the aid of cough suppressants, ibuprofen, or acetaminophen.

For employees that do not have enough sick, vacation, or compensatory time available. They will be allowed to maintain a negative balance of up to 80 hours. The negative balance may be earned back through the future accrual of leave time. . The employee can also choose to take this time unpaid..

For Staff working around daycare and dual working households that need to accommodate school age dependents needs during school closures, individual staffing plans may be flexible to ensure 40 hours of work is met and the needs of the dependents are able to be met as well.