



## County Executive Office

### Memorandum

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March 13, 2020

To: Orange County Employees

From: Frank Kim, County Executive Officer

A handwritten signature in blue ink, appearing to read "Frank Kim".

Subject: **Response to COVID-19 Related School Closures**

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We understand this may be a difficult time, and in response we are implementing this emergency procedure to aid our County family in dealing with the ever-evolving COVID-19 pandemic.

Effective Monday, March 16, 2020 through March 31, 2020, the following procedure shall apply to employees with children that attend a school closed due to COVID-19, but may not apply to employees essential to public health and safety as determined by each department:

1. Impacted employees may telecommute if doing so is deemed feasible and approved by their supervisor or manager.
2. Impacted employees who are not able to telecommute may use sick leave or elect to use any other leave available to them (e.g., annual leave, comp time, etc.).
3. Impacted employees who have exhausted all leave balances shall be advanced up to 80 hours of sick leave/healthcare leave.
4. Impacted extra help employees may use any accrued sick leave hours and may also be advanced an additional 3 days of sick leave.
5. Impacted employees should follow their department's normal call-in guidelines.

These guidelines may be extended if necessary.

We are monitoring and evaluating the situation and will communicate additional information to employees as developments arise. The Board of Supervisors and the County Executive Office thank you for your continued service, dedication and patience.