

Madison County, Mississippi
COVID-19 Health Emergency Leave Policy

Under the state of emergency declared by the Madison Board of Supervisors on March 16, 2020, this policy will be effective upon passage by the Madison County Board of Supervisors to address employee leave during the COVID-19 health emergency.

This leave policy applies to all Madison County employees classified as full-time or part-time.

Any employee who falls ill is welcome to utilize accrued leave, in accordance with the Employee Handbook. Employees who take accrued leave during this declared emergency period and are subsequently diagnosed with COVID-19 will have their used accrued leave restored, upon presentation of required documentation indicated below.

Health Emergency Leave will first be granted for fourteen (14) days. The County Administrator may extend this leave in increments of one-week or less.

All employees who have been diagnosed with COVID-19 must provide documentation to both the employee's supervisor and the Madison County Human Resources Director. Upon provision of the required medical documentation, the employee will be released as soon as practically possible on Health Emergency Leave and will be compensated at the employee's regular rate of pay until the County Administrator notifies the employee of the end date of that employee's Health Emergency Leave eligibility. Accrued leave time will not be depleted while employees are absent on Health Emergency Leave.

The County Administrator has the discretionary authority to employ this policy to put on paid Health Emergency Leave any employees who are vulnerable based on government or health entity guidelines, who are showing signs of illness, or whose family members are showing signs of illness in order to prevent transmission to other county employees.

The County Administrator may require any reasonable documentation to support granting Health Emergency leave for any of the reasons stated in this policy.

Failure to promptly check in or appear for work when Health Emergency Leave expires under this policy can result in disciplinary action up to termination.