


**INDIAN RIVER COUNTY  
INTER-OFFICE MEMORANDUM**

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TO: Jason Brown  
County Administrator

FROM: Suzanne Boyll   
Human Resources Director

DATE: July 30, 2021

SUBJECT: Limited COVID-19 Sick Pay Benefit

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The attached Limited COVID-19 Sick Pay Benefit was approved by the County Administrator to provide paid leave for full time employees who did not receive the Families First Coronavirus Relief Act (FFCRA) paid sick leave benefit in 2020 and who meet the established criteria of:

1. Hire date of August 1, 2020 or later
2. Employed in full time position
3. Exhausted all paid leave benefits
4. Submit verification of a positive COVID-19 test or verification of being placed under quarantine due to a positive COVID-19 test of a family member in the same household
5. Be unable to work or telework
6. Submit application to Human Resources Director or designee who will review the request and determine eligibility for the limited COVID-19 Sick Pay Benefit

The benefit is limited to up to 10 days of paid leave when an individual is unable to work due to a positive COVID-19 test or is placed under quarantine due to a positive COVID-19 test of a family member in the same household. This benefit would expire on December 31, 2021 unless extended. There is no conversion of this leave balance upon expiration.

**FUNDING:**

Any COVID-19 Sick Pay benefits incurred will be charged to the American Rescue Plan Act (ARP), and will not impact County departmental funding. Staff anticipates this benefit could cost approximately \$75,000 and will allocate these funds in the proposed spending plan revisions.

**RECOMMENDATION:**

Staff recommends the Board of County Commissioners approve the Limited COVID-19 Sick Pay Benefit for employees hired on or after August 1, 2020