

QUARANTINE LEAVE POLICY FOR CERTAIN LAW ENFORCEMENT PERSONNEL

DEFINITIONS

The following definitions apply to this Section only. The words and terms defined in this Section have the meaning given unless the context clearly indicates another meaning.

"Law Enforcement Personnel" is defined as certified peace officers and detention officers who are employed by Harris County.

"Communicable Disease" means an illness that occurs through the transmission of the infectious agent or its toxic products from a reservoir to a susceptible host, either directly, as from an infected person or animal, or indirectly through an intermediate plant or animal host, a vector, or the inanimate environment that is required to be reported to the Texas Department of Health by the Texas Health and Safety Code Section 81.041.

"Designated Supervisor" is the supervisor that the law enforcement department head designates to determine eligibility and approve their department's Quarantine Leave requests.

PAID QUARANTINE LEAVE

Harris County law enforcement department heads must identify and designate an internal department supervisor that will determine eligibility for paid quarantine leave. The designee's name and contact information should be communicated to their Law Enforcement Personnel and the Director of Harris County Human Resources & Risk Management, or his or her designee.

Harris County Law Enforcement Personnel who are required to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty will receive the following benefits during the quarantine:

- a) Regular full pay, consisting of all employment benefits and compensation, the employee is entitled to under the Harris County Personnel Policies & Procedures for the duration of the quarantine or isolation period ("Quarantine Leave");
- b) Reimbursement of reasonable costs related to quarantine or isolation deemed necessary by the Designated Supervisor, including lodging, medical, and transportation.

If eligible, the employee is not required to use other available paid leave before using Quarantine Leave.

The Designated Supervisor will determine when an employee is required to be quarantined or isolated due to possible or known exposure to a communicable disease while on duty and eligible for Quarantine Leave and the duration of the leave.

Law Enforcement Personnel should quarantine or isolate if required by the Designated Supervisor and follow all the recommendations during the quarantine or isolation period. Once the Designated Supervisor places the Law Enforcement Personnel on quarantine or isolation, the employee shall notify their immediate supervisor and their department's Human Resources of the need to quarantine or isolate as soon as possible.

Law Enforcement Personnel are not eligible for overtime hours during any period that they are subject to quarantine or isolation by the Designated Supervisor. If the employee's combination of Quarantine Leave and Hours Actually Worked is more than the employee's regularly scheduled work hours, the number of Quarantine Leave hours must be reduced so the total hours per day does not exceed the regularly scheduled number of hours for that day.

Law Enforcement Personnel are prohibited from working another job on the days that they use Quarantine Leave. This Policy may be modified at any time.

PROCEDURES FOR REQUESTING PAID QUARANTINE LEAVE BENEFITS

Eligible employees may request paid Quarantine Leave benefits as follows:

- a) The employee must notify their supervisor and department's Human Resources representative of the need for Quarantine Leave as soon as possible but no later than two days of an exposure or onset of symptoms. The supervisor or department's Human Resources representative must complete a DWC 1, Employers First Report of Injury or Illness form and email to HRRMWorkersCompensationForms@bmd.hctx.net
- b) The employee completes the [Quarantine Leave for Certain Law Enforcement Personnel Request Form](#) and the [Quarantine Leave Checklist](#) and submits the completed request form and checklist to their Designated Supervisor for approval. Once approval is given, the Quarantine Leave Request Form and Checklist must be submitted within three days to HRRMQuarantineLeaveRequest@harriscountytexas.gov for final review.
- c) Once received, the HRRM Compliance team will confirm receipt and review documentation. Once reviewed, HRRM will inform the employee's department and the employee of completion.
- d) Once final review is completed, the CentralHRSTARS team will notify Risk Management of the processed approvals and request the Auditor's Office to add Quarantine Leave to the employee's payroll.
- e) The Request Form and Checklist shall be maintained by the department for the applicable retention period.
- f) If an employee's request for reimbursement of reasonable costs related to a quarantine is approved by the Designated Supervisor, the employee must follow the County's regular reimbursement process and the employee's department's reimbursement procedures to obtain reimbursement.
- g) A reimbursement request and itemized receipts should be submitted no later than 30 days after the quarantine or isolation period has expired. Requests for reimbursements that are not submitted in a timely manner may be rejected and not reimbursed.
- h) Departments should process reimbursement requests the same as other reimbursement requests. Questions regarding what is considered a reasonable cost should be directed to HRRM.

Any questions regarding the interpretation of this Policy shall be resolved by HRRM, which decision shall be final.