

COVID-19 Paid Time Off Policy

A. Purpose

SCAN Inc. recognizes the importance of making provisions for staff to take paid leave outside of the normal leave entitlements in certain circumstances. SCAN employees are considered an emergency responder under the Families First Coronavirus Response Act (FFCRA) which excludes them from the emergency paid sick leave and emergency family medical leave requirements. SCAN realizes that this could potentially cause personal hardship for those employees that are impacted by the coronavirus. Outlined below is the policy for the COVID-19 Paid Time Off. SCAN, Inc. reserves the right to change this policy at any time.

B. Policy

1. Full time and part time employees are eligible for paid time off if the required documentation is provided.

C. Procedure

1. All employees requesting paid leave must provide verbal or written notice to the HR manager.
2. To be eligible for paid time off you must provide documentation from a health care provider with a coronavirus diagnosis and restriction of a 14-day quarantine.
3. Failure to provide documentation will result in a denial of use of benefits to cover time off.
4. SCAN, Inc. may request clarification for documentation purposes.
5. You will be able to utilize your benefits to cover your time off in this order: Personal Time, Vacation Time and then the Donation Pot of personal time.
 - a. Donation Pot: Employees may donate their personal time into a pot to ensure full paychecks, for those impacted by COVID-19.
6. If an employee finds it necessary to request additional time off work at the end of an approved leave, he/she may request an extension to the leave. Each extension request will be considered on an individual basis, and the decision about whether to grant the leave will be based upon the reason which the leave is needed.



President, Board of Directors

4/9/2020

Date