



TO: ALL EMPLOYEES
FROM: JENNY BRADFORD, BENEFITS & RISK MANAGER
RE: COVID LEAVE, 80 HOURS HAZZARD LEAVE & SURVEY
DATE: APRIL 9, 2021

This memo is to notify all employees that COVID Leave (CV-1) which has been granted to employees pursuant to the Emergency Paid Sick Leave Act will **expire on May 1, 2021**. Under Federal Law this provision expired December 31, 2020, however we chose to extend the deadline for those who still had hours available to them. Regardless of whether you have used the hours or not, they will expire on May 1, 2021.

The Mayor granted all essential City workers Hazard Leave which was deposited into the Bonus Leave Category. That leave is now available for use. **YOU DO NOT HAVE TO USE THE FULL 80 HOURS OF HAZARD LEAVE IN 2021.** Any amount of unused Hazard Leave will automatically rollover into the following year or upon termination of employment it will be paid to you

Human Resources has distributed a survey regarding the COVID Vaccination to all employees. You may have received the survey link via email or text. Please complete the survey at your earliest convenience. Your name is not required for the survey. We need your responses in order to evaluate our employee population as it relates to COVID moving forward. Thank you in advance for your assistance with this matter.

If you should have questions you can contact Human Resources at (501)371-4590 or HRBenefits@LittleRock.gov.