

Good Afternoon

Today is the first day that the new Federal Legislation becomes effective providing miscellaneous employees with a bank of leave hours for COVID-19 related circumstances, and the City provided bank of hours for public safety employees. I have attached an FAQ to help you navigate this complicated federal law.

Attached is also a form which employees will need to complete when requesting the use of the new sick leave bank of hours. This form must be completed and submitted to Debbie Levy [dlevy@cityofsantacruz.com](mailto:dlevy@cityofsantacruz.com) for verification of the correct usage of the new bank. There is a separate form for Public Safety and one for Miscellaneous.

Finance will provide new payroll codes related to this new leave bank of hours, in a follow up email.

Stay well, call me if you need any help.

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