

# MEMORANDUM

TO: Town Council  
FROM: Bill Bruce  
DATE: March 31, 2020  
RE: Sick Leave Distribution for Non-essential Employees

The “stay-at-home” proclamation issued by Guilford County on March 27, 2020 in response to the COVID-19 outbreak orders citizens to stay at their place of residence with certain exceptions including essential business and governmental service. The proclamation further restricts all business and governmental agencies to cease non-essential operations.

The proclamation identifies essential governmental functions as exempt from the stay-at-home order. It leaves each County, City, or Town Manager responsible for determining the essential governmental functions and identifying employees necessary to the perform those functions.

Administrative staff has been determined to be essential and continues to work either at Town Hall or remotely to provide essential governmental functions. Activity at Town Park has been significantly curtailed due to restrictions on field and facility use. The groundskeeping staff has been reduced to a skeleton crew that provides maintenance as needed and on an on-call basis.

These restrictions have resulted in a severe reduction in working hours for our full-time staff at Town Park. In response, I am requesting a one-time distribution of 80 hours of sick leave to insure against unpaid leave that may result in a prolonged period of work disruption. The distribution would apply to three full-time groundskeeping staff. Part-time staff at the Park continues to receive hours through daily rounds and maintenance tasks as needed.

**Requested action:** Approve a one-time sick leave distribution for non-essential employees in response to the COVID-19 outbreak.