

memo



HUMAN RESOURCES

To: All STA Employees
From: Nancy Williams, Director of Human Resources & Labor Relations
Date: March 17, 2020
Re: **Employee Attendance Program**

Valued STA Employee:

As we navigate the daily challenges presented by COVID-19, we are committed to doing our part to keep employees and the public safe.

To that end, we ask you to **stay home if you feel sick**.

During this unprecedented time, STA will suspend its attendance policy from March 1, 2020 to April 30, 2020. During this time, any attendance violations will be "frozen" until the COVID-19 pandemic status has been lifted and the attendance program resumes. Violations that occur during this timeframe will not be counted towards an employee's attendance record. We hope this allows employees the peace of mind to stay home, heal, and return to work when safe to be around fellow employees and passengers.

Staffing levels are always critical to our ability to deliver essential service to the public, especially during this national emergency. The attendance policy suspension makes the "prior notification to supervisor" rules more important than ever. Doing so is the only way to adjust staffing levels in time for rollout.

For those employees who become ill and have to stay home, we are fortunate to have paid leave programs such as Washington Paid Sick Leave (WPSL) and STA Sick Leave to maintain wages during time away from work.

Employees who are eligible for WPSL and are unable to come to work due to childcare issues may use any accrued WPSL for that absence. If an employee is sick or taking care of a sick child, they may use WPSL or STA sick leave. Employees may also apply for Paid Family Medical Leave (PFML) through Washington State's Employment Security Department (ESD).

If you have questions about this announcement or sick leave usage, please contact HR at 325-6008 (extension 6008 from within STA) or hrhelpdesk@spokanetransit.com.

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