



State of Florida

## County Administrator's Office

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April 3, 2020

### Employee Leave Benefits Memorandum

Okaloosa County Team Members,

I am writing you today regarding further developments with COVID-19 and potential mandated leave benefits that may be available to you as an employee. Per the Governor's Executive Order 20-91,

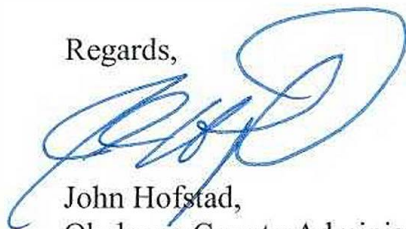
*"Senior citizens and individuals with a significant underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immunocompromised status, cancer, diabetes, severe obesity, renal failure and liver disease) shall stay at home and take all measures to limit the risk of exposure to COVID-19."*

In keeping with this guidance, the County is acting to help provide for protections of those identified to be higher risk in relation to the COVID-19 virus. As a result, employees age 65 or older have been identified and will be encouraged to leave the workplace. Those able to telework, will be approved through the established process and permitted to continue working from an alternate location, preferably their home. Those age 65 and older unable to telework are entitled to receive 80 hours of paid sick leave per the Emergency Paid Sick Leave Act. Leave requested through this provision should be done so by using the FFCRA Leave request form located on the County's website. Once the initial 80 hours of mandated leave is exhausted, employees will have the option to utilize annual/sick leave until all leave has been exhausted providing for a leave without pay status. Employees utilizing this leave provision will not be able to use leave from the Sick leave Pool or Compassionate Sick leave programs.

Employees with significant underlying medical conditions as outlined in the Executive Order are also encouraged to leave the workplace. Those able to telework, will be approved through the established process and permitted to continue working from an alternate location, preferably their home. Leave requested for this reason will be addressed on a case by case basis, and will require documentation from a health care professional outlining the employee as being eligible based on their falling under one of the identified higher risk categories as outlined in the Executive Order. The amount of leave, and process for requesting leave under this provision is the same process as outlined for the employees age 65 or older with the exception of the added requirement of the documentation from a health care professional.

Some employees may not wish to utilize these leave provisions, even though they fall into one of the eligible categories. These employees who desire to continue to report for work despite their being identified as higher risk for COVID-19 will only be permitted to do so upon their completion of the Desire to Work Waiver Form. The County expressly encourages staff to consult with their health care provider and follow the guidance as provided by them and/or through the Department of Health, and the Office of the Governor.

Regards,



John Hofstad,  
Okaloosa County Administrator

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