



Dear Employees,

As we continue to adjust to challenging situations surrounding the COVID-19 virus the Franklin County Board of Commissioners have directed County Administration to assist our employees in a variety of ways.

We have encouraged agencies to offer telecommuting where it fits with office operations and with supervisory approval. In order to assist employees in being able to put in their hours and still manage their households, we have given agencies the authority to expand work hours and include weekends. This should be helpful to parents with our schools being closed unexpectedly. These steps are in place to assist our employees during this uncertain time and to carry on the important work we do for the residents of Franklin County.

In order to provide even more flexibility and assistance, I have directed Human Resources to provide all employees eighty additional hours of paid permissive leave. This leave is to help our employees manage their way through this situation. Employees will have eighty hours added to their Wellness Personal Leave bank. This leave will be available March 16, 2020 and will expire December 6, 2020. There is no cash value, meaning it can't be converted to cash. Employees will be required to obtain supervisory approval for this leave, just like any other permissive leave.

For bargaining unit members, County Administration has discussed this plan with each of the unions and they are supportive of this effort.

If you have any questions regarding items mentioned above, please discuss them with your agency supervision.

Sincerely,

Kenneth N. Wilson, County Administrator