

July 28, 2020

RICHLAND COUNTY BOARD OF COMMISSIONERS REVISED POLICY FOR
TRAVEL / VACATION REQUESTS TO AREAS OF CONCERN
DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

Due to the rapidly changing public health orders, advisories and mandates related to the COVID-19 pandemic, it has become necessary to adopt a temporary policy regarding travel / vacation requests for employees under the Board of Commissioners.

1. Employee vacation requests for out of state travel or for travel within the state to areas experiencing COVID-19 outbreaks as defined by the Ohio Department of Health and found at www.coronavirus.ohio.gov, will be considered based on the status of the destination at the time the request is made and approved or denied accordingly, with the understanding that the approval or denial is subject to change based on a change in the status of the destination.
2. Vacation requests for travel to an area of concern and for which a quarantine period is either recommended or mandated may be approved with the understanding that, if the employee is unable to work remotely during the quarantine period, they will be required to use accrued paid leave to cover any time spent in quarantine. Acceptable leave for this purpose would be vacation, compensatory time or personal leave. If an employee does not have sufficient paid leave to cover the quarantine period, they must request leave without pay (pursuant to applicable County policy or a Collective Bargaining Agreement).
3. Vacation requests involving out of state travel or for travel within the state to areas of concern may be denied or revoked during the public health emergency pursuant to policy and provisions set forth in Collective Bargaining Agreements under certain circumstances, even if they would otherwise be permitted under current public health orders, advisories or mandates. These will be evaluated on a case-by-case basis.