



City of Newport News

Office of the City Manager

Memorandum

TO: City of Newport News Employees

FROM: Cynthia D. Rohlf, City Manager

SUBJECT: Paid Personal Leave – Declared Emergency changes

DATE: May 29, 2020

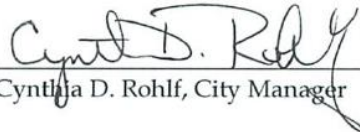
As you are all aware, as a result of the impacts of the novel coronavirus (COVID-19), a significant percentage of regular full-time City employees have not been able to use paid personal leave since the pandemic began in March. These employees, in both essential and non-essential positions alike, have foregone leave and continued to work during COVID-19 to ensure critical services are available to the citizens of Newport News.

I have worked with Human Resources to review our leave policies and determine what options exist to provide employees with the opportunity to use leave and take time off that may have been put on hold for the last few months. Since employee leave policies are held in City Code, I requested City Council approve an ordinance granting the City Manager authority to modify leave usage and carryover provisions in the event of a declared emergency. Council approved this on Tuesday.

As a result, we are happy to announce the following changes to Section 701 of the Personnel Administrative Manual for Regular Full-Time Employees for Fiscal Year 2020. In summary:

- **III. Requirement to Use PPL:** The City Manager is waiving the 80 hour PPL usage requirement (112 for 24-hour Fire employees) during Fiscal Year 2020.
- **V. Carryover/Maximum Accumulation:** The City Manager will allow up to 40 additional carryover hours for employees (56 for 24-hour Fire employees) who are over their Fiscal Year 2020 maximum to be used during Fiscal Year 2021. These additional carryover hours will be housed in LTS, have no cash value and will convert to PML if not used by June 30, 2021.
- More details on these changes will be sent in the coming weeks to HR and Payroll Liaisons and will be placed on the [Human Resources COVID-19 site](#).

Thank you for all you have done to keep the city running during the COVID-19 pandemic and we hope this will provide a further opportunity for much-needed respite in the coming months.


Cynthia D. Rohlf, City Manager _____ Date

cc: Alan Archer, Assistant City Manager
Bo Clayton, Assistant City Manager
Karen Witherspoon, Director of Human Resources