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MEMORANDUM

PERSONNEL MEMO 21-15

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Gerina D. Whethers, Secretary

Date: August 20, 2021

Re: **COVID-19 Emergency Sick Leave**

The Commonwealth of Kentucky remains committed to limiting the spread of COVID-19 by encouraging vaccinations and testing, which remain critical components of containing, preventing, and limiting the spread of COVID-19.

As authorized via Executive Order 2020-215, any Executive Branch state employee who has received a COVID-19 vaccine (or at least the first dose in a series) and subsequently is required to isolate due to a positive COVID-19 test or a COVID-19 exposure shall be provided up to ten (10) working days of paid emergency sick leave (EMSL) if they are not able to telecommute. Proof of vaccination, as well as proof of the positive test result, if applicable, will be required. Once an employee exhausts their ten (10) days of EMSL, agency Human Resources (HR) offices should determine applicability of telecommuting and use of accrued leave as outlined in 101 KAR 2:102 and 101 KAR 3:015 for any additional isolation. EMSL may be retroactively applied to leave utilized for COVID-19 isolation periods beginning July 29, 2021 through the present and will prospectively continue until further notice from the Personnel Cabinet. Employees may submit accommodation requests to the agency Human Resources (HR) office for consideration.

Any constitutional office that would like to participate in offering paid emergency sick leave (EMSL) for this purpose, should submit a request to Mary Elizabeth Bailey, Commissioner, Personnel Cabinet, Department of Human Resources Administration at MaryE.Bailey@ky.gov.

Additional information from the Personnel Cabinet to employees, as well as agency Human Resource Administrators, is forthcoming. Any questions related to this policy should be directed to Commissioner Bailey at her above email address.