
INTEROFFICE MEMO #3523

To: All W&F, A4 Access and COP Employees
From: A.J. Filippis, Steve Filippis, and Ralph Hooper
Date: March 19, 2020
RE: Corona Virus – Temporary Leave of Absence

During this statewide emergency and for the duration of the COVID-19 outbreak, Wright & Filippis is amending the attendance and disability pay policies for the potential impact absences may have on our employees.

Temporary Leave of Absence for higher risk individuals due to COVID-19

Higher Risk individuals defined as:

- **Age 60 yrs or older**
- **Immunocompromised**

This expanded policy would:

- A. Not require doctor's note.
 - Its honesty based.
- B. Require employees to use PTO (cannot go negative).
 - If no PTO is available, or has been exhausted, time off will be unpaid.
- C. Allow employees to apply for unemployment insurance per the state guidelines. (NOTE: you may not collect Unemployment Insurance **and** PTO at the same time).
- D. Place the employee on a "temporary leave of absence" as described by the State of MI.
 - Employee would be eligible for any federal assistance that may be offered by the state or federal government.
 - Employee would stay on all Wright & Filippis benefits, such as medical, dental, vision, etc. **Payroll contributions must continue to be made for these benefits.**
 - Temporary leave of absence status provides no reinstatement rights to a specific job.

