
INTEROFFICE MEMO #3535

To: All W&F and A4 Access
From: Administration
Date: April 6, 2020
RE: Coronavirus Update – VLOA for higher risk individuals due to COVID-19 Update

Wright & Filippis is offering an extension of the current Voluntary Leave of Absence for higher risk individuals. Effective immediately if you are 55 and over you will also be included in the option for this voluntary leave of Absence. As a reminder the below information applies. Please reach out to your Immediate Manager or Director by Noon on Thursday if you are going to pursue this leave. This policy is in place during the state and federal emergency and for the duration of the COVID-19 outbreak.

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

Higher Risk individuals defined as:

- Age 55 years or older
- Immunocompromised

This expanded policy would:

- A. Not require doctor's note.
 - Its honesty based.
- B. Employees may use up to one week of available PTO, however you do not need to use any PTO.
- 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**
 - The employee's portion of their benefit contributions will be allowed to be considered in arrears or "owed" to Wright & Filippis while the employee is on the leave of absence.
 - Temporary leave of absence status provides no reinstatement rights to a specific job.

