



Metropolitan Transit System

## Memorandum

DATE: April 27, 2020  
TO: All Employees  
FROM: Jeffrey M. Stumbo, Chief Human Resources Officer  
SUBJECT: COVID-19 – Order of Use of Leave

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The purpose of this communication is to provide clarification and direction on the order of use of leave balances for employees who are absent for qualifying COVID-19 purposes. In the unfortunate event that an employee has exhausted all of his or her leave balances due to COVID-related reasons, he or she may be eligible to accrue up to negative 80 hours of vacation or annual leave.

MTS's Emergency Leave Policy formerly allowed accrual of negative 80 hours of sick leave for union employees and negative 80 hours of annual leave for administrative employees. Going forward, negative accruals will be allowed, but only in vacation and annual leave accounts, depending on the circumstances, based on the order and limitations described below.

1. Families First Coronavirus Response Act (FFCRA) hours. If the employee qualifies for this leave, he or she must exhaust this leave balance first. Employees may qualify for up to 80 hours of this leave type and additional time based on the Families First Coronavirus Response Act ("FFCRA") Policy dated April 2, 2020.
2. Sick Time. The employee must exhaust current sick time balance.
3. Vacation Time. The employee must exhaust current vacation time balance.
4. Annual Leave. For administrative and management employees who accrue annual leave (combined sick and vacation), they must exhaust this balance.
5. Available Floating Holidays, Compensatory Time, Award Day. The employee must exhaust these balances. The only exception is if the employee bid a specific day off, (e.g., Bus Operators who bid floating holidays and birthdays). Those employees will not have to cancel their bid day off in the future, but they may if they choose.
6. After all applicable time above is exhausted, upon pre-approval from Human Resources, the employee may take an additional 80 hours of vacation until his or her balance reaches -80 (negative eighty) hours.
7. For Bus Operators who meet one of the qualifications below, three-quarters of FY2021 Vacation accrual will be available for use. This is vacation time that has been earned and will be credited on July 1, 2020 for vacations from July 1, 2020 to June 30, 2021.
  - a. 65 years of age or older
  - b. Have a chronic underlying medical condition
  - c. Have a compromised immune system

For employees who were previously permitted to accrue negative sick leave, we will adjust your balances so that they represent this order of leave.

Please see your supervisor or Division Manager for any questions about this process, or please feel free to contact the Human Resources Department for any questions.

cc: COVID-19 Web Page

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