

# Special Announcement 20-11

## Paid Administrative Leave for Adult Caregiving

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This special announcement conveys Library policy to grant limited administrative leave to employees who have assumed a new caregiving role for a spouse or other adult family member during the extraordinary circumstances presented by the COVID-19 pandemic.

The new public health emergency paid sick leave established under the Families First Coronavirus Response Act (FFRCA) described in SA 20-10 provides 80 hours of paid leave that may be used for care of a child whose school or regular care facility is closed or unavailable for reasons related to COVID-19. This leave includes care for adult children who require care because of a mental or physical disability and whose regular caregivers are unavailable.

The new paid sick leave does not, however, cover care for spouses, parents, or other adult family members whose regular caregiver is unavailable due to COVID-19. To bridge this gap, the Library will grant employees up to 80 hours of paid administrative leave for this purpose.

### 1. Paid Administrative Leave for Adult Caregiving

Employees are authorized to use paid administrative leave (excused absence) if they are required to care for a spouse or other adult family member because, due to the COVID-19 pandemic, the individual's regular caregiver is absent or regular care facility is not available to them.

Employees may use a total of up to 80 hours for this purpose between May 10, 2020 and December 31, 2020.

Employees should record these hours in WebTA under the category:

- Admin Leave for COVID-19/Care for Adults (SA 20-11).

Care for an adult family member with a serious health condition may also be approved as regular sick leave in accordance with [LCR 9-1010](#) and [5 C.F.R. 630.401 \(a\)\(3\)](#) or as family and medical leave under [LCR 9-1020](#).

### 2. Effective Date

This policy is effective Sunday, May 10, 2020 and remains in effect through December 31, 2020.