

# County Administrator

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**David J. Twa**  
County Administrator

# Contra Costa County



## Board of Supervisors

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December 3, 2020

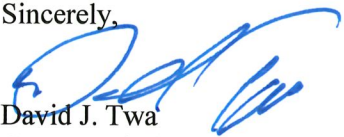
COVID 19 Update to Employees,

The COVID 19 Pandemic has changed our lives in ways that we would have found impossible a year ago. For the most part, we have learned to adapt to changing circumstances, and have continued to provide the services that our communities need. The Regional Stay Home Order that the Governor announced today is one more step in uncharted territory, yet I am confident that our employees will continue to rise to the occasion and do their level best to support those in need. To that end, and in recognition of those employees who have gone above and beyond their normal duties, we are providing up to 120 hours of COVID Administrative Leave to eligible employees. The following information is provided as guidance for the weeks to come:

1. COVID Administrative Leave will be awarded to eligible permanent full-time and part-time County employees who are required and able to work (including remote work) who lose time in the specific leave categories listed below, due to reaching maximum cumulative hours or forfeiture of unused hours. Excludes First 5, IHSS Public Authority, LAFCO, and Contra Costa County Fire Protection District employees.
2. For each hour of Personal Holiday, Vacation, and/or Paid Personal Leave/Management Administrative leave lost (up to a maximum of 120 hours), employees will be credited with one hour of COVID Administrative Leave (pay code COVAL) during the time period covering December 1, 2020 through January 1, 2021. The hours credited will be deposited into a new leave bank, and made available for use in 2022.
3. Any unused COVID Administrative Leave will not be paid out and will be forfeited at the end of 2023, or when the employee terminates from County employment, whichever is sooner.
4. Retired annuitants, student interns, per diem, and temporary employees are not eligible for COVID Administrative Leave.
5. When COVID Administrative Leave becomes available, consistent with any leave/time off request, the leave is subject to supervisor/manager approval.
6. Employees cannot donate their awarded COVID Administrative Leave to another employee or group of employees.
7. Employees who are specifically directed by their supervisors that their jobs are non-essential may remain at home until called upon to return to work or to provide disaster service work. Until called into work, these employees are on paid administrative leave and need not use accruals.

Thank you for all you do, and for continuing to work with us to support our employees and our community through these challenging times.

Sincerely,

  
David J. Twa  
County Administrator