



TOWN OF PALM BEACH ATTENTION ALL EMPLOYEES

TOWN EMPLOYEE INFORMATION WEBSITE
Bookmark this website for updates regarding information relevant to employees
<https://www.townofpalmbeach.com/815/Employee-Information>

Effective Immediately

The six(6) month waiting period for new hires to use accrued vacation and/or sick leave has been waived.

Specifically, this waives the provisions of Sections 5-3.2 Accrued Vacation Leave and 5-4 Sick Leave of the Employee Manual where new hires are unable to use accrued vacation or sick leave until they have completed six (6) months of service. In light of recent events, this six-month waiting period provision is temporarily suspended.

Please consult Human Resources with any questions.

SCHOOL CLOSURES & WORK
Palm Beach County School District and many private schools closed on Monday, March 16 until at least March 30. Please work with your supervisor to coordinate schedules with your co-workers. If you require the use of leave time for childcare purposes, please utilize your vacation banks.

NOT FEELING WELL?
Employees should stay home if they are not well. Supervisors, in consultation with the Department Director, may direct any employee to return home if they arrive at work presenting with symptoms the CDC has deemed to be of concern (fever, respiratory symptoms, cough, sneezing).

TRAVELING ABROAD?
Employees traveling for personal reasons should check the CDC's Travelers Health Notices prior to departure. **Employees who travel internationally must notify Human Resources (227-6322 or hr@townofpalmbeach.com) prior to returning to the workplace.** Due to the fluid nature of this situation, on a case by case basis the Town will rely on guidance from the CDC and State of Florida Health Department on the proper steps to be taken to prevent the potential spread of germs.

JOIN TELEHEALTH TODAY
Cigna provides virtual care services thru AmWell and MDLIVE. As concerns about COVID-19 continue to rise, AmWell and MDLIVE are available should a member believe that they are showing symptoms of the virus. Registration is required for all enrolled members and should be completed ahead of time. This service is available 24 hours a day, seven days a week. For more information:
**AmWell | Customer Service: (855) 667-9722 | www.AmWellforCigna.com
MDLIVE | Customer Service: (888) 726-3171 | www.MDLIVEforCigna.com**