

Subject: Use of PTX during COVID-19 Pandemic
Date: Thursday, March 19, 2020 at 2:33:43 PM Pacific Daylight Time
From: ^WRPS General Delivery
Attachments: image003.png



March 19, 2020

Responding to the threat of the coronavirus is an evolving situation, and we will continue to adapt as we learn more. While the adjustments we make to how we live and work may differ between individuals, work groups, companies, communities, states or nations, it is a time for bias for action with the goal of "[flattening the curve](#)."

Until further notice, WRPS is approving the use of PTX if employees, with management approval, wish to remain home without pay. If an employee does not have sufficient pay to cover the current pay period benefits and deductions, these will be deducted from a subsequent paycheck.

Employees cannot use PTX in full-week increments unless they have Human Resources or Labor Relations approval, as appropriate. Exempt employees are required to use PTX in full-day increments. Non-exempt and Bargaining Unit employees may use partial-day increments, although the use of PTX is not applicable for late starts.

In addition to currently in place leave benefits such as your Paid Time Bank (PTB), this is another tool that can now be leveraged more flexibly for WRPS employees.

Employees may contact Sharon Baasch at (509) 376-5844 or Jennifer Downing at (509) 376-0520 if they have questions on their benefits.