

QUINAULT INDIAN NATION
REDUCED HOURS GUIDANCE AND Q&A
4/6/2020

Why are my hours being reduced?

The QBC passed Resolution # 20-86-98 on March 28, 2020, which modified Section 9.3 (B) of the QIN Human Resource Manual, reducing the “normal work week” defined in that section from 40 to 32 hours. There are some exceptions allowable for a 40-hour workweek as approved by the Director and COO.

Can I use Annual leave to make up my 40 hours?

No. The normal workweek is currently 32 hours, not 40 hours, so you cannot use Annual leave to obtain more than 32 hours in a workweek.

Can I still take sick leave if I have a Dr. appointment or am sick?

Yes. You may use sick leave as you normally would for any of the days you are scheduled to work according to your approved Essential Staff Work Schedule.

Can I use Annual leave within my 32 hours?

Yes. You may use annual leave within your 32 hours with **prior approval** of your supervisor. You would use Annual Leave as you normally would for any day you are scheduled to work according to your approved Essential Staff Work Schedule.

Has my pay rate been reduced?

No. Your pay rate has not been reduced; however, you are scheduled for a reduced number of hours, so your earnings per week will be reduced.

Can I get overtime?

Overtime is not authorized during this time. However, if something does come up and your supervisor authorizes you ahead of time to work more than 32 hours, you will be paid straight time if you work between 32 and 40 hours. In the extremely unlikely event you were authorized to work more than 40 hours, you would be paid time and a half.

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Can I receive unemployment?

The QIN has submitted an application to participate in the Washington State Employment Security Department's SharedWork Program. If the QIN's application is approved, then hourly employees on a 32-hour week may be eligible to receive unemployment compensation for the remaining 8 hours. Once it is approved, a notice will go out to all employees. Do not apply for unemployment at this time.

What should I do if I or someone in my household is diagnosed with COVID-19 or has been told by a health care provider to self-quarantine, or if I become the only person who can care for my child (ren)?

Contact HR immediately. You may be eligible for emergency sick leave and/or expanded FMLA leave.