



RETURN TO WORK NOTICE TO EMPLOYEES:

The LDF Business Development Corporation continues to place the highest priority on the health, safety and well-being of its employees and the Lac du Flambeau community, and recognizes that maintaining the well-being of employees and community members requires continuation and maintenance of all business units. Given that, consistent with the nationwide relaxation of COVID-19 restrictions and guidelines, LDF COVID-19 restrictions intended to curb the spread of the coronavirus have been gradually relaxed, with no ill effects, it is now necessary and appropriate for the LDF BDC to re-commence normal operations. Accordingly, effective June 21st 2020, all employees will be expected to return to work, according to individual business unit scheduling set forth by management and subject to the exceptions below.

1. Employees with compromised health or underlying health conditions who wish to delay their return to work upon recommendation of a health care provider, may use accrued vacation time or paid sick time. Upon approval of HR, unpaid Family Medical Leave or limited personal leave of absence may also be options. Employees will be required to provide acceptable documentation to the HR Department regarding the recommendation, but shall not be required to provide a one-week advance notice prior to utilizing annual leave.
2. Employees who must remain home and are unable to work due to a COVID-19 related illness, isolation or self-quarantine for themselves, a child, elder or other family/household member may use accrued vacation time or paid sick time. Upon approval of HR, unpaid Family Medical Leave or limited personal leave of absence may also be options. Employees will be required to provide acceptable documentation to the HR Department regarding the recommendation, but shall not be required to provide a one-week advance notice prior to utilizing annual leave.
3. Employees who must remain home due to care for immediate family and household members displaced by closures of schools, day care centers, and other breakdowns in care arrangements due to COVID-19 may use accrued vacation time or paid sick time. Upon approval of HR, unpaid Family Medical Leave or limited unpaid leave may also be options. Employees will be required to provide acceptable documentation to the HR Department regarding the recommendation, but shall not be required to provide a one-week advance notice prior to utilizing annual leave.
4. Employees who wish to delay their return to work due to COVID-19 concerns may use accrued vacation time or paid sick time to do so, provided they are not deemed essential employees by their supervisor/manager, and provided their absence from work will not compromise the applicable business unit and/or department. Cases will be assessed on a case by case basis and may require additional documentation.

5. Requests from employees who desire to work from home will be evaluated on a case-by-case basis, and will require approval of the applicable manager and HR. Supervisors/Managers will be expected to closely monitor the work hours and productivity of employees working from home. Approval of off-site work from home may be rescinded at any time at manager's discretion with communication to HR.
6. Employees shall comply with Return-to-Work plans, policies and procedures established by the LDF BDC and all the respective business units, departments, and locations.
7. All employees are urged to take basic preventive measures both in and out of the workplace to avoid exposure to or infection by the coronavirus and/or other illnesses. Simple measures can help lower your risk of getting sick. We all have a responsibility to prevent the spread of the coronavirus, as well as flu, cold, and other illnesses.