



OFFICE OF THE TRIBAL CHIEF CYRUS BEN
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MEMORANDUM

TO: Department Directors
Program Directors
Tribal Employees

FROM: Tribal Chief Cyrus Ben

DATE: September 18, 2020

RE: PHASE I CONTINUES FOR THE WEEK OF SEPTEMBER 21, 2020

During the week of September 21, 2020, we will continue to follow the Phase I Tribal Government Re-opening Plan developed in accordance with the Return To Work Protocols. Therefore, Tribal Government employees will maintain the same schedule they have had since the beginning of Phase I on August 3, 2020, but employees are subject to being called to perform a work schedule needed for operational needs. All departments shall continue to abide by the safety measures outlined in the Return to Work Protocols.

The leave options which have been available for persons since August 3, 2020, will remain available next week. Those leave options include Emergency Paid Sick Leave, Elder Employee Covid Leave, High Risk Employee Covid Leave and MBCI Child Care Leave as well as the normal leave benefits available under the *MBCI Administrative Personnel Policy and Procedures*. It is important that any Leave Forms be fully completed before submission to your supervisor. Incomplete leave forms received by Human Resources will not be processed.

The new incidences of COVID continue to be low and that is a direct result of all of the precautions that have been implemented. Please continue to monitor all tribal communications for further information on when we will initiate Phase II and welcome back all tribal employees to full time work. Thank you.

Tribal Chief Cyrus Ben

c: Richard Sockey, Tribal Council Coordinator