

# Families First Coronavirus Response Act (FFCRA)

Effective until December 31, 2020

Two Parts: Emergency Paid Sick Leave and Expanded Family & Medical Leave

## Part 1: Emergency Paid Sick Leave (EPSL)

### Qualifying Events:

-These pertain to you as an employee of the District

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. You are experiencing COVID-19 symptoms and seeking a medical diagnosis.

-These pertain to your family

4. You are caring for an individual who is subject to either 1 or 2 above,
5. You are caring for your child(ren) (under 18 yrs of age or older if they are incapable of self-care because of a mental or physical disability) if the school or place of care of the child has been closed, or the childcare provider of such child(ren) is unavailable, due to COVID-19 precautions.

If you meet the above criteria, you are eligible for:

- Up to two weeks of paid leave; Hours paid is based on the number of hours you normally work in your position
- If you use Emergency Paid Sick Leave because of reasons 1-3 above, you will be paid at your regular rate of pay to a cap of \$511/day.
- If you use Emergency Paid Sick Leave because of reasons 4-5 above, you will be paid 2/3 of your regular rate of pay up to \$200/day. (You may supplement any existing leave to receive the full amount of your regular pay.)

- You may use this emergency leave first, if it qualifies above, or you may use your existing leave, or both.

## **Part 2: Expanded Family & Medical Leave (EFMLA)**

Allows you to take up to 10 weeks additional leave after the 2 weeks of EPSL

### Qualifying Events:

1. You must be an employee for at least 30 days
2. You must have a bona fide need to take care of your child(ren) when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

After the first 10 workdays under EPSL, you must use your accrued paid leave available under the negotiated agreement/district plan concurrently with the EFMLA. You will be compensated at a maximum of 2/3 your regular rate for hours you were scheduled to work, to a maximum of \$200/day once your accrued paid leave is exhausted.

Employees must provide notice to the supervisor of the need and specific reason for the leave under this policy as soon as possible. A leave request form can be obtained from the Business Manager or found on the District website under Departments->Business Office. The District may require medical certification to verify the qualifying reason for the leave or a childcare provider contact.