Emergency Paid Sick Leave Policy (eff. 4/1/2020 – 12/31/2020)

The federal Families First Coronavirus Response Act (FFCRA) provides emergency Paid Sick Leave (ePSL) for covered reasons associated with the COVID-19 pandemic.

**Eligibility**

All full- and part-time employees unable to work (or telework) due to one of the following reasons for ePSL:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID–19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

A “son or daughter” is the employee’s own child, which includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis—someone with day-to-day responsibilities to care for or financially support a child.

A “son or daughter” is also an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

**Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours they typically work in a workweek.

**Rate of Pay**

ePSL will be paid at the employee’s regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater.

Pay will not exceed:

- $511 per day and $5,110 in total for leave taken for reasons 1-3 above;
- $200 per day and $2,000 in total for leave taken for reasons 4-6 above.
Interaction with Other Paid Leave

The employee may use ePSL under this policy before using any other accrued paid time off for the qualifying reasons stated above. Contact HR or your supervisor for how this leave interacts with other leaves.

Procedure for Requesting ePSL

Employees must notify their manager or the HR of the need and specific reason for leave under this policy. A form will be provided to all employees on the company intranet and/or in a manner accessible to all detailing documentation needed in support of the request for leave. Verbal notification will be accepted if not practicable to provide written notice.

Employees requesting leave to care for an individual subject to a quarantine or isolation order should provide the name of the government entity that issued the order.

Employees requesting leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, should provide the name of the health care provider who gave said advice.

Employees requesting leave to care for their child whose school or place of care is closed, or child care provider is unavailable, should provide:

- The name of the child being cared for;
- The name of the school, place of care, or child care provider that has closed or become unavailable; and
- A statement from the employee that no other suitable person is available to care for the child.

Once ePSL has begun, the employee and his or her supervisor and/or manager must determine reasonable procedures for the employee to report periodically on the employee’s status and intent to continue to receive paid sick time.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Return to Work

No adverse action will be taken against any employee who appropriately utilizes ePSL under this policy. However, you are not protected from employment actions, such as layoffs, that would have affected you regardless of whether you took leave.

Please contact the HR department with any questions.