Families First Coronavirus Response Act: Employee Information

The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

This will apply from April 1, 2020 through December 31, 2020.

If an employee feels they need to request leave under one of the following six reasons, please contact the director, human resources at ext. 7336 for review of your situation and to be provided with COVID-19 Leave Request forms. Normal FMLA requests are processed as usual, contact the HR benefits specialist at ext. 7419.

An employee qualifies for paid sick time if they are unable to work (or unable to telework) due to a need for leave (see items 1-6):

- **Two weeks** *(up to 80 hours) of leave at the employee’s regular rate* of pay where the employee is unable to work because:
  1. Employee is quarantined (pursuant to federal, state, or local government order or advice of a health care provider). *
  2. Has been advised by a health care provider to self-quarantine related to COVID-19. *

- **Two weeks** *(up to 80 hours) of leave at two-thirds the employee’s regular rate* of pay because the employee is unable to work because:
  4. Has a **bona fide need** to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider).*
  5. To care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.**
  6. Employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.*
**Expanded Family and Medical Leave (EFMLA):** If an employee has been employed for at least 30 calendar days, they may be eligible for up to 10 additional weeks of EFMLA at two-thirds the employee’s regular rate of pay where an employee is unable to work due to a *bona fide need* for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.** *(12 weeks total in 12 months is the maximum for both Regular FMLA and EFMLA).*

- Your employer may require you to provide additional support of your expanded family and medical leave request to be taken to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19-related reasons. *(Examples: include a notice of closure or unavailability from your child’s school, place of care, or child care provider, notice posted on a website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or child care provider.)*

➢ **Duration of Leave:** Paid sick time provided under this Act does not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

*For reasons 1-4 and 6:* A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason 5:** A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.