

4.9 Families First Corona Virus Response Act – Federal Emergency Paid Sick Leave Effective 04/01/2020 - 12/31/2020
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Purpose

To comply with the Families First Coronavirus Response Act (FFCRA or Act) of 2020. This Act requires certain employers to provide employees with Federal Emergency Paid Sick Leave (FEPSL) for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Definitions

Federal Emergency Paid Sick Leave (FEPSL) – Emergency paid sick leave provided to employees who qualify under one of the six “reasons for leave” within this policy.

Policy

In accordance with the FFCRA or Act, the Agency will provide eligible employees with up to two (2) weeks of paid sick leave for qualifying reasons related to the COVID-19 outbreak.

Eligible employees must complete the required leave certification form prior to their leave start date, and produce documentation to support the leave to include medical documentation, or one of the following:

- The name of the government entity that issued the quarantine or isolation order to which the employee is subject
- The name of the health care provider who advised him or her to self-quarantine for COVID-19 related reasons.
- For care of a child - (1) the name of the child being cared for; (2) the name of the school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons; and (3) a statement representing that no other suitable person is available to care for the child during the period of requested leave.

The FFCRA stipulates that paid sick leave for oneself is paid at 100% of the employee’s regular rate of pay, while paid sick leave to care for another is paid at 2/3’s of the employee’s regular rate of pay.

The Agency will supplement any unpaid time covered by FEPSL up to the employee’s standard workweek. This will ensure employees receive their full, regular pay during the entire period of eligible leave under this act, particularly when caring for another.

Eligibility and Duration of Leave

All full-time and part-time employees of the Agency are eligible for FEPSL.

Full-time employees are eligible for up to two weeks (80 hours) of fully paid sick leave for COVID-19 related reasons under certain conditions.

Part-time employees are eligible for a pro-rata amount based on the average number of work hours in a two-week period or six-month average if the employee’s schedule varies widely.

Employees that are eligible to telework, may not be qualified for this leave.

*Once an employee takes the maximum hours of FEPSL, the employee is not entitled to any additional FEPSL from a subsequent employer.

Reasons for Leave

An employee qualifies for paid sick leave if the employee is unable to work or telework due to one of the following reasons:

1. The employee is subject to a Federal, State, or local isolation or quarantine related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis.
4. The employee is caring for an individual subject isolation or quarantine as described in (1) or (2) above.
5. The employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
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.