



Families First Coronavirus  
Response Act (FFCRA)



**MEDIC**

# FEDERAL EMERGENCY PAID SICK LEAVE (FEPSL)

## ✿ Effective Dates:

- April 1, 2020 through December 31, 2020

## ✿ Purpose:

- To provide employees with emergency paid sick leave for circumstances related to COVID-19 so they will not be forced to choose between their paychecks and the public health measures needed to combat the virus.

## ✿ Eligibility:

- Full time and part time employees
- Must meet qualifying reasons

## ✿ Allocation:

- Full time employees = up to 80 hours
- Part time employees = pro rata amount based on average number of work hours in two-week period OR six-month average if schedule varies widely

# FEPSL QUALIFYING REASONS

- ✿ If an employee is unable to work (or unable to telework) due to a need for leave based on one or more of the following qualifications:
  - To care for oneself:
    - Subject to federal, state or local\* quarantine or isolation order related to COVID-19
    - Has been advised by a health care provider to self-quarantine related to COVID-19
    - Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
  - To care for another:
    - Is caring for an individual subject to federal, state or local\* quarantine or isolation order related to COVID-19
    - To care for their child whose school or paid child-care provider is closed or unavailable for reasons related to COVID-19
    - Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

\*Local quarantine would include Medic's request for an employee to quarantine

# FFCRA/FEPSL – COMPENSATION DETAILS

## ✿ The Act imposes payment caps

- Legislation provides two weeks of paid hours at 100% of regular rate to care for oneself, up to \$511 per day or \$5,110 total for the two weeks
- Legislation provides two weeks of paid hours at 2/3's of regular rate to care for another, up to \$200 per day or \$2,000 total for the two weeks

✿ In all efforts to support our employees, Medic will pay all hours at the employee's regular rate for the entire 80 hours of leave (or pro rata hours for PT), regardless of leave circumstance

# POTENTIAL EXCEPTIONS FOR FEPSL

✱ **If you can telework, you may not be eligible for paid sick leave if:**

- a) Your department/supervisor has work for you to perform;
- b) the employer permits you to perform that work from the location where you are being quarantined or isolated; and
- c) there are no extenuating circumstances that prevent you from performing that work.

# DOCUMENTATION

- ✦ Provide the signed certification form to HR via email at [HRforSupervisors@medic911.com](mailto:HRforSupervisors@medic911.com) within 15 calendar days that includes: (1) Your name; (2) the date(s) for which leave is requested; (3) the COVID-19 qualifying reason for leave; (4) a statement affirming that you are unable to work or telework, AND:

## For Quarantine or Illness

A copy of the Federal, State or local quarantine or isolation order related to COVID-19 or written documentation by a health care provider advising you to self-quarantine due to concerns related to COVID-19

## For Child Care

1. The name of the child being cared for
2. The name of the school, place of care, or child care provider that became unavailable due to COVID-19 reasons
3. A statement representing that no other suitable person is available to care for the child during the period of requested leave
4. Evidence of unavailability of child care from the provider that was posted on a government, school, or day care website, published in a newspaper, or emailed

# RESOURCES AND NEXT STEPS

- ✿ To engage in the Federal Emergency Paid Sick Leave, contact your direct chain of command
- ✿ Submit all information to HR via email ([HRforSupervisors@medic911.com](mailto:HRforSupervisors@medic911.com)) to include:
  - Qualifying reason for leave
  - FEPSLA Certification Form
  - Documentation supporting the qualifying reason for leave
- ✿ Review the FFCRA Emergency Paid Sick Leave Publication found on the Medic COVID-19 site
- ✿ Contact HR with additional questions at [HRforSupervisors@medic911.com](mailto:HRforSupervisors@medic911.com)
- ✿ This is an overview of the new act and does not contain all detailed information regarding the process or documentation necessary to determine eligibility