

Emergency Paid Sick Leave

Families First Coronavirus Response Act Federal Emergency Paid Sick Leave

Last Updated: April 7, 2020

<p>What is the effective date of the Families First Coronavirus Response Act (FFCRA), which includes the Federal Emergency Paid Sick Leave Act (FEPSLA)?</p>	<p>The FFCRA's paid sick leave provisions are effective on April 1, 2020, and applies to leave taken between <u>April 1, 2020, and December 31, 2020.</u></p>
<p>Who is eligible to use FEPSLA?</p>	<p>All full-time and part-time employees are eligible beginning with their first day of employment.</p> <p>The award of FEPSLA will be prorated based on the employee's standard work week and schedule.</p>
<p>How much leave can I use under the FEPSLA?</p>	<p>Two weeks as follows:</p> <ul style="list-style-type: none"> • Full-time employees – up to 80 hours • Part-time employees – a pro rata amount based on the employee's average number of work hours in a two-week period or six-month average if the employee's schedule varies widely. <p>Once an employee takes the maximum 80 hours of paid sick leave, the employee is not entitled to any paid sick leave from a subsequent employer.</p>
<p>What reasons would qualify for FEPSLA?</p>	<p>If the employee is unable to work (<u>or unable to telework</u>) due to a need for leave:</p> <p><u>To care for self:</u></p> <ul style="list-style-type: none"> • is subject to a Federal, State, or local* quarantine or isolation order related to COVID-19; *if an employee is quarantined or isolated by Medic, the emergency paid leave will to automatically applied and no documentation is needed. • has been advised by a health care provider to self-quarantine related to COVID-19; <ul style="list-style-type: none"> ○ Generally applicable stay at home or isolation orders do not qualify as quarantine or isolation orders if the order causes the employer to close or not have work for the employee. • is experiencing COVID-19 symptoms and is seeking a medical diagnosis; <ul style="list-style-type: none"> ○ The use of FEPSLA is limited to the time the employee is unable to work because they are taking affirmative steps to obtain a medical diagnosis. ○ Employees are required to define this period. <p><u>To care for another:</u></p>

Emergency Paid Sick Leave

	<ul style="list-style-type: none"> • is caring for an individual subject to a Federal, State, or local order to self-quarantine or isolate; <ul style="list-style-type: none"> ○ an "individual" is an immediate family member, roommate, or a similar person with who the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined; and ○ the individual being cared for must be subject to a Federal, State, or local quarantine or isolation order or have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19, or is particularly vulnerable to COVID-19. • to care for their child (under age 18*) whose school or paid child-care provider is closed or unavailable for reasons related to COVID-19; *see section under “Who is son or daughter?” • 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.
<p>Can I use FEPSLA due to a Stay at Home Order?</p>	<p>No. Generally applicable stay at home or isolation orders do not qualify as quarantine or isolation orders under the FEPSLA if the order causes the employer to close or not have work for the employee.</p>
<p>How is FEPSLA paid?</p>	<p><u>To care for self:</u> <i>Two weeks (up to 80 hours) paid at 100% regular rate of pay, capped at \$511 per day and \$5,110 total.</i></p> <p><u>To care for another:</u> <i>Two weeks (up to 80 hours) paid at two-thirds regular rate of pay, capped at \$200 per day and \$2,000 total, for the following reasons.</i></p> <p>Medic’s Supplemental Pay will supplement any unpaid time covered by FEPSLA, up to the employee’s standard workweek (see below).</p>
<p>Is this the same as the County Emergency Leave?</p>	<p>No. This is a separate, federal emergency paid sick leave and furthermore is not part of your benefit leave banks.</p>
<p>What is Medic’s Supplemental Pay?</p>	<p>The Agency’s Supplemental Pay is an automatic supplement that will ensure employees receive their full, regular pay during the entire period of eligible leave under the FEPSLA, particularly when caring for another.</p> <p>The employee's pay may not exceed what the employee earns in a standard workweek.</p>

Emergency Paid Sick Leave

	<p>The Agency reserves the right to change, alter, amend, or end this Supplemental Pay provision at any time and without notice.</p>
<p>Is documentation required to use FEPSLA?</p>	<p>An employee must provide documentation within 15 days after the request to support the reason(s) for the FEPSLA. Documentation is to be sent to HR (HRforSupervisors@medic911.com). These documents may include:</p> <ul style="list-style-type: none"> • a signed certification form containing the following <ul style="list-style-type: none"> ○ Employee's Name ○ Dates for which leave is requested ○ COVID-19 Qualifying Reason for leave ○ Statement that the employee is unable to work or telework because of the COVID-19 qualifying reason(s) • a copy of the Federal, State or local quarantine or isolation order related to COVID-19; <ul style="list-style-type: none"> ○ The name of the government entity that issued the quarantine or isolation order to which the employee is subject • signed written documentation by a health care provider advising you to self-quarantine or isolate due to concerns related to COVID-19; <ul style="list-style-type: none"> ○ The name of the healthcare provider who advised you to self-quarantine for a COVID-19 related reason(s), depending on the precise reason for the request • a notice of closure or unavailability from your child's school, place of care, or paid child care provider, including a notice that may have been posted on a government, school, or daycare website, published in a newspaper, or emailed from an official of the school, place of care, or paid child care provider. <ul style="list-style-type: none"> ○ the name of the child being care for; the name of the school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.
<p>How do employees request FEPSLA?</p>	<p>Employees requesting to use FEPSLA must:</p> <ul style="list-style-type: none"> • Notify Supervisor of their request for FEPSLA based on qualified reason • Complete and return the FFCRA certification form to HR (HRforSupervisors@medic911.com) along with all applicable documentation referenced above • Once approved, the paid leave time will be added to the employee's time card

Emergency Paid Sick Leave

	<p>FEPSLA may be requested in advance or on a call-in basis if the employee meets the qualifying criteria.</p> <ul style="list-style-type: none"> The employee must provide as much notice as practicable. <p>Supervisors may not deny this request unless it does not meet the qualifying criteria, or the employee has refused to redeploy or telework.</p> <p>Employees must follow attendance procedures and requirements.</p>
<p>Do I have to use the FEPSLA beginning April 1, 2020?</p>	<p>No. FEPSLA is available to use at the onset or beginning of a qualified reason. FEPSLA must be taken between April 1, 2020 – December 31, 2020.</p>
<p>Is the FEPSLA available before April 1, 2020?</p>	<p>No, the FEPSLA is not retroactive.</p>
<p>Can I use FEPSLA if I can Telework?</p>	<p>No. If an employee can telework, you cannot use FEPSLA.</p> <p>If the Agency has work for the employee to perform; the Agency permits the employee to perform that work from the location where the employee is being quarantined or isolated; and there are no extenuating circumstances that prevent the employee from performing that work, the employee cannot use FEPSLA.</p>
<p>Can I use FEPSLA if Medic does not have any work for me to perform at a physical location or teleworking?</p>	<p>No. An employee may not take FEPSLA if the Agency does not have work for you to perform and you do not meet one of the qualifying reasons. Non-essential employees who cannot telework are not eligible because they cannot work because there is no work.</p>
<p>Can I use the FEPSLA for more than one qualified reason?</p>	<p>Yes, however, the total number of hours for which the employee receives the FEPSLA is capped at 80 hours or the pro-rata total. The employee will need to submit documentation for every qualified reason included in the request.</p>
<p>Can I use the FEPSLA intermittently?</p>	<p>FEPSLA to care for oneself is not eligible to be used intermittently.</p> <p>To care for your child whose school or place of care is closed, or whose childcare provider is unavailable, because of COVID-19 related reasons may use FEPSLA intermittently if agreed upon by Medic, in advance, if the employee is teleworking.</p> <p>Employees using the FEPSLA for any other qualifying reasons must use it consecutively based on the employee's standard work schedule.</p>

Emergency Paid Sick Leave

<p>Do I have to use all the original Emergency Leave enacted prior to April 1 before I can use the FEPSLA?</p>	<p>No, employees are not required to use all the Agency's Emergency Leave before using the FESPL.</p>
<p>*Who is a "son or daughter" under the FEPSLA?</p>	<p>A "son or daughter" is the employee's own child, which includes their biological, adopted, or foster child, their stepchild, a legal ward, or a child for whom they are standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child.</p> <p>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.</p>
<p>Supervisor-HR Instructions</p>	<p>Employee Instructions</p>
<p>1. When receiving a request, the Supervisor should ask which qualifier the employee meets.</p>	<p>1. The employee identifies qualifying reason to use Federal Emergency Paid Sick Leave (see above).</p>
<p>2. If the qualifier is identified, the Supervisor instructs the employee to complete the Emergency Leave Form Certification and gather the required documentation within 15 calendar days for submission to HR (HRforSupervisors@medic911.com).</p>	<p>2. The employee must contact their supervisor to inform them of the need to use Federal Emergency Paid Sick Leave; including qualifying reason(s), dates of leave and their inability to work or telework.</p> <p>3. The employee submits the required documentation (see above) within 15 calendar days to HR (HRforSupervisors@medic911.com).</p>