**Emergency Paid Sick Leave**

Leave under this policy is in addition leave provided for by any employer policy, collective bargaining agreement, and/or any applicable state or local paid sick leave law. Leave available under this law will be available beginning April 1, 2020 and expire on December 21, 2020.

**Covered Employees**

All current employees are eligible for this leave [except for health care providers and emergency responders].

**Amount of Leave**

Full-time employees are eligible for up to 80 hours of paid sick leave.

Part-time employees are eligible for paid sick leave in an amount equal to those worked on average over a two-week period. For part-time employees whose schedule varies from week-to-week, they shall be entitled to an amount of leave equal to the average number of hours that the employee was scheduled per day over the immediately preceding 6-month period. Part-time employees that did not work over the immediately preceding 6-month period, will receive an amount equal to the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

**Reasons for Leave**

An employee is able to take paid leave under this policy if the employee:

·      is subject to a federal, state, or local quarantine or isolation order related to COVID-19;

·      has been advised by a health care provider to self-quarantine because of COVID-19;

·      is caring for an individual ordered or advised to quarantine or isolate;

·      is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;

·      is caring for a son or daughter whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 precautions; or

·      is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

**Certification of Need for Leave**

Employees are required to provide documentation to support their request for emergency paid sick leave. Such documents may include 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 the employee to self-quarantine due to concerns related to COVID-19. If emergency paid sick leave is taken to care for an employee’s child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19-related reasons employee should provide documentation such as a notice of closure or unavailability from the employee’s child’s school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed from an employee or official of the school, place of care, or child care provider.

**Rate of Pay**

Employees shall receive their regular rate of pay for leave related to their own care, diagnosis, quarantine, or isolation.

Employees using leave to care for a family member or for school or childcare closures, are entitled to two-thirds their regular rate of pay.

**Limits to Pay**

Emergency sick leave pay will be limited to $511 per day and $5,110 in the aggregate when leave is taken for the employee’s own illness, diagnosis, quarantine, or isolation. Emergency sick leave pay will be limited to $200 per day and $2,000 in the aggregate for leave taken to care for others or for school or childcare closures.

Paid sick leave under this policy expires as of December 31, 2020. Unused leave does not carry over and is not paid out upon separation of employment.

**Intermittent Leave**

If eligible employee is teleworking:

Eligible employees who become unable to telework their normal schedule of hours due to one of the qualifying reasons in the emergency paid sick leave act may be entitled to take paid sick leave intermittently while teleworking. Employees should consult with the [DEPARTMENT NAME] to request an intermittent leave schedule and understand that depending on business needs, it may not be possible to provide leave on an intermittent basis.

If eligible employee is required to work on [COMPANY NAME]’s premises:

Whether employees will be able to take intermittent emergency paid sick leave will depend on why the employee is taking paid sick leave. Unless an employee is teleworking, paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

1. An employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. An employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. An employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. An employee caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
5. An employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Unless an employee is teleworking, once the employee begins taking paid sick leave for one or more of these qualifying reasons, the employee must continue to take paid sick leave each day until the employee has either (1) used the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave. This limit is imposed because if employees are sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the intent of FFCRA is to provide such paid sick leave as necessary to keep employees from spreading the virus to others.

If an employee no longer has a qualifying reason for taking paid sick leave before the employee exhausts their emergency paid sick leave balance, the employee may take any remaining paid sick leave at a later time, until December 31, 2020, if another qualifying reason occurs.

In certain situations, [COMPANY NAME] may agree to allow non-teleworking employees to take paid sick leave intermittently if the employee is taking paid sick leave to care for their child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons. Employees should consult with the [DEPARTMENT NAME] to request an intermittent leave schedule and understand that depending on business needs, it may not be possible to provide leave on an intermittent basis.

**Group Health Insurance Benefits**

Employees who take emergency paid sick leave under this policy will be allowed to continue their health insurance benefits as if they were still working.

If you have any questions about this policy, please contact the [DEPARTMENT NAME].

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and read a copy of [COMPANY NAME]'s Emergency Paid Sick Leave Policy, dated [EDITION DATE] and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this policy is intended to help [COMPANY NAME]'s employees to work together effectively on assigned job responsibilities. This policy is not promissory and does not set terms or conditions of employment or create an employment contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date