

## **FAQS REGARDING THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

### **What is the Families First Coronavirus Response Act?**

The Families First Coronavirus Response Act (FFCRA) is part of the federal government's response to the COVID-19 pandemic. It has two main components that both provide paid time off to employees for qualifying reasons:

- The Emergency Family and Medical Leave Act (EFMLA); and
- The Emergency Paid Sick Leave Law (EPSL)

### **When does the FFCRA go into effect?**

The FFCRA is effective on April 1, 2020, and applies to leave taken between April 1, 2020, and December 31, 2020.

## **EMERGENCY PAID SICK LEAVE**

### **What are the reasons I can use emergency paid sick leave?**

The EPSL allows employees to use paid sick time for the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject or advised to quarantine or self-isolate;
5. The employee 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
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

### **How much emergency paid sick leave am I entitled to use?**

Full-time employees are eligible to use up to 80 hours of EPSL. Part-time employees will be provided a number of EPSL hours equal to the number of hours that the employee works, on average, over a two-week period.

### **Do I receive emergency paid sick leave for each qualifying reason?**

No, employees only receive one bank of EPSL hours to use and once a full-time employee has used 80 hours or a part-time employee has used their two-week average, they will not have any further emergency paid sick leave left to use.

### **Are there any eligibility requirements?**

No, there is no requirement for you to have been employed for a certain amount of time or worked a certain amount of hours before able to take EPSL.

### **How much will I be paid when I take emergency paid sick leave?**

Employees who use EPSL for a use described in (1), (2), or (3) above will receive their regular rate of pay up to a maximum of \$511 per day and \$5,110 total. This means, if an employee makes \$25/hour and works 8 hours/day, the employee will receive \$200/day. If an employee makes \$600/day, the will receive \$511.

Employees who use EPSL for a use described in (4), (5), or (6) above will be paid 2/3 of their regular rate of pay up to a maximum of \$200 per day and \$2,000 total.

**Do I need to provide notice of my intention to take emergency paid sick leave?**

Yes, notice is required. Where leave is foreseeable, an employee should provide notice to the District as soon as is practicable after the need for leave arises. Employees need to contact Human Resources to provide notice of your request to take leave under the FFCRA. Employees will also be asked to provide appropriate documentation to support their leave request

**Can I receive more leave under the emergency paid sick leave law once I've used my allotment?**

No. As of now, the federal government has made this a one-time change and once the time has been exhausted there is no additional time off that an employee will be able to receive.

**Can I use emergency paid sick leave in 2021?**

No. Any emergency paid sick leave needs to be used between April 1, 2020 and December 31, 2020. Any unused time will not carry-over into 2021. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

**EMERGENCY FAMILY AND MEDICAL LEAVE**

**What are the reasons I can use EFMLA?**

The EFMLA allows employees to take time off where an employee is unable to work (or telework) due to a need to care for a minor child if the child's school or place of child care has been closed or is unavailable due to a public health emergency.

**How much EMFLA am I entitled to use?**

Employees are eligible to take up to 12-weeks of time for a qualifying reason.

**Are there are any eligibility requirements**

Yes, to be eligible to take EFMLA, an employee must have been on the District's payroll for 30 calendar days or more.

**How much will I be paid when I take leave under the EFMLA?**

The first two weeks (10 days) of EFMLA are unpaid; however, employees may choose to use their EPSL during this first two week period.

The remaining 10 weeks of EFMLA are paid at 2/3 of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work, up to a maximum of \$200/day and \$10,000 in total.

**Do I need to provide notice of my intention to take EFMLA?**

Yes, notice is required. Where leave is foreseeable, an employee should provide notice to the District as soon as is practicable after the need for leave arises. Employees need to contact Human Resources to provide notice of your request to take leave under the FFCRA. Employees will also be asked to provide appropriate documentation to support their leave request.

**Can I receive more leave under the EFMLA once I've used my allotment?**

No. As of now, the federal government has made this a one-time change and once the time has been exhausted there is no additional time off that an employee will be able to receive.

**Can I use EFMLA in 2021?**

No. Any EFMLA needs to be used between April 1, 2020 and December 31, 2020. Any unused time will not carry-over into 2021. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.