



“Emergency Paid Sick Leave” and “Expanded Family Medical Leave”

The Families First Coronavirus Response Act requires certain employers to provide their employees with emergency paid sick leave and expanded family medical leave for specified reasons related to COVID-19. These provisions apply from April 1, 2020 through December 31, 2020.

Emergency Paid Sick Leave Provision

Pursuant to the provisions of this act, Davis School District will authorize employees (full-time and part-time) up to 10 days of emergency paid sick leave if they are unable to work (or telework) due to any of the following qualifying conditions:

1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. Employee is experiencing symptoms of COVID-19;
4. Employee is caring for an individual subject to an order described in item (1) above or self-quarantine as described in item (2) above; or
5. Employee is unable to work (or telework) due to a need for leave to care for a son or daughter under 18 years of age of such employee if the child’s school or place of care has been closed, or the paid child care provider of such a son or daughter is unavailable, due to COVID-19.

Emergency paid sick leave for the conditions outlined in items 1-4 above will be paid at the employee’s regular rate of pay and is limited to a total of 10 days (2 weeks). This leave should be reported by the employee on his or her time/leave card as Covid Sick Leave. Although no prior approval is needed to take this emergency paid sick leave, the District reserves the right to request documentation related to the need for the leave. (Please see below regarding compensation for leave taken pursuant to item 5.)

Expanded Family Medical Leave Provision

In addition to emergency paid sick leave, employees (full-time and part-time) are eligible for up to 12 weeks of expanded family medical leave if they are unable to work or telework due to the qualifying condition outlined in item 5 above.

Emergency paid sick leave and expanded family medical leave for item 5 above (leave to care for a child whose school or place of care has been closed due to COVID-19) will be paid at 2/3 of the employee’s regular rate of pay (not to exceed \$200 per day). In order to be approved for this leave, the employee needs to fill out and submit a request form. This request form can be found on the web pages of the District’s Human Resources Department and Payroll Department.

For questions regarding entering Emergency Paid Sick Leave on your time card, call Payroll at 801-402-5282

For questions about submitting the Expanded Family Medical Leave request form, call Human Resources at 801-402-5123