

COVID-19

EMPLOYEE LEAVE REQUEST OPTIONS

The Families First Coronavirus Response Act allows RSS employees to request emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

These provisions will apply from April 1, 2020 through December 31, 2020.

Under the Act, employees are allowed up to two weeks of partially or fully paid leave due to the reasons below. After an employee has exhausted two weeks of Emergency Paid Sick Leave, they must use other available leave for any COVID-19-related absences (with the exception of Reason #5), even if they experience a second qualifying event.

YOU ARE ELIGIBLE FOR SPECIAL LEAVE IF YOU ARE UNABLE TO WORK OR TELEWORK BECAUSE..

1

YOU ARE ORDERED TO QUARANTINE OR ISOLATE DUE TO COVID-19

- Emergency Paid Sick Leave at 100% of your regular pay
- Up to 80 hours (or a part-time employee's two-week equivalent)

2

YOUR HEALTHCARE PROVIDER TELLS YOU TO SELF-QUARANTINE

- Emergency Paid Sick Leave at 100% of your regular pay
- Up to 80 hours (or a part-time employee's two-week equivalent)

3

YOU HAVE SYMPTOMS OF COVID-19 AND ARE SEEKING A MEDICAL DIAGNOSIS

- Emergency Paid Sick Leave at 100% of your regular pay
- Up to 80 hours (or a part-time employee's two-week equivalent)

4

YOU ARE CARING FOR AN INDIVIDUAL WHO IS EITHER SUBJECT TO A QUARANTINE ORDER OR WHO IS TOLD TO SELF-QUARANTINE BY A HEALTHCARE PROVIDER

- Emergency Paid Sick Leave at 2/3 of your regular pay
- Up to 80 hours (or a part-time employee's two-week equivalent)

5

YOU ARE CARING FOR A SON OR DAUGHTER WHOSE SCHOOL OR CHILDCARE IS CLOSED DUE TO COVID-19 PRECAUTIONS

- Expanded Family and Medical Leave at 2/3 of your regular pay
- Up to 12 weeks
- Must be employed with RSS for at least 30 days at time of request

6

YOU ARE EXPERIENCING ANY OTHER SUBSTANTIALLY-SIMILAR CONDITION SPECIFIED BY THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

- Emergency Paid Sick Leave at 2/3 of your regular pay
- Up to 80 hours (or a part-time employee's two-week equivalent)

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EMPLOYEE LEAVE OPTIONS

Option A:

Applies to Reasons 1, 2 & 3

Emergency Paid Sick Leave

Up to two weeks (80 hours or part-time employee's two-week equivalent) of Emergency Paid Sick Leave at 100% pay. Emergency FMLA at 2/3 pay. Pay capped at \$511 per day.



Regular FMLA

After an employee's two weeks of Emergency Paid Sick Leave has been exhausted, they may move to regular FMLA for an additional 10 weeks (12 weeks of leave total).

Employees can use:

- Their earned leave (up to 10 weeks after Emergency Paid Sick Leave)
- Leave without pay (remaining portion of the up to 12 week period.)
- Employer paid health insurance (for employees currently enrolled in health plan)



Temporary Leave of Absence

After 12 weeks, employees are eligible for a Temporary Leave of Absence without pay and without employer-paid health care. A similar position at Rowan-Salisbury School System will be held for up to one year.

Option B:

Applies to Reasons 4 & 6

Emergency Paid Sick Leave

Up to two weeks (80 hours or part-time employee's two-week equivalent) of Emergency Paid Sick Leave at 2/3 pay*. Emergency FMLA at 2/3 pay. Pay capped at \$200 per day.

**Employee cannot use earned leave to receive full pay.*



Regular FMLA

After an employee's two weeks of Emergency Paid Sick Leave has been exhausted, they may move to regular FMLA for an additional 10 weeks (12 weeks of leave total).

Employees can use:

- Their earned leave (up to 10 weeks after Emergency Paid Sick Leave)
- Leave without pay (remaining portion of the up to 12 week period.)
- Employer paid health insurance (for employees currently enrolled in health plan)



Temporary Leave of Absence

After 12 weeks, employees are eligible for a Temporary Leave of Absence without pay and without employer-paid health care. A similar position at Rowan-Salisbury School System will be held for up to one year.

Option C:

Applies to Reason 5 (childcare only)

Emergency FMLA

(Family Medical Leave)

Up to 12 weeks* at 2/3 pay.** Pay capped at \$200 per day.

**Assuming employee has not exhausted their regular FMLA for a 12-month period.*

***Employee cannot use earned leave to receive full pay.*



Temporary Leave of Absence

After 12 weeks, employees are eligible for a Temporary Leave of Absence without pay and without employer-paid health care. A similar position at Rowan-Salisbury School System will be held for up to one year.

Employees must contact the RSS Human Resources Department for an individual case-by-case review of employee leave opportunities. Email Roy Huss at hussra@rss.k12.nc.us.



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EMPLOYEE LEAVE OPTIONS

Q: What information is required for leave options?

A: *Information and forms supporting all health concerns and lack of child care should be sent to the Human Resources Department. In cases of childcare, the employee must certify that no other suitable adult is available to care for the child.*

Q: My spouse and I are both RSS employees, and our child's school or childcare is closed due to COVID-19 precautions. Do we have to take our Emergency FMLA at the same time to care for our children?

A: *No. Emergency FMLA is offered separately, and can be used at different times to provide childcare for your children.*

Q: My healthcare provider has told me to telework, but my duties require me to be on-site (custodian, bus driver, etc.). What are my options?

A: *Employees whose duties require them to be on-site have two options:*

- *If possible, the employee can complete meaningful, alternative telework*
- OR -
- *Follow Option A or B on the second page of this packet*

Q: I'm a dual employee (ex. TA/Bus Driver), and I'm unable to complete one set of my duties due to COVID-19 concerns. What are my options?

A: *Supervisors should work with the Human Resources Department to determine employment options if both duties cannot be performed (documentation will be required for COVID-related illnesses/limitations).*

Q: Can I use shared or donated leave for Emergency FMLA, Emergency Paid Sick Leave or Regular FMLA?

A: *Shared or donated leave cannot be used for Emergency Paid Sick Leave or Emergency FMLA, but it CAN be used for regular FMLA.*

Q: Who qualifies for Regular FMLA?

A: *Regular FMLA is available to:*

- *Full-time, permanent employees*
- *Employed at least 12 months*
- *Employed at least 1250 hours of service during the 12-month period immediately preceding the commencement of leave*