

# Newport School District #56-415

P.O. Box 70  
1380 W. 5<sup>th</sup> Street  
Newport, WA 99156

Phone: (509) 447-3167  
Fax: (509) 447-2553  
Web: [www.newportgriz.com](http://www.newportgriz.com)

The Families First Coronavirus Response Act (FFCRA) requires Newport School District to provide employees with paid Emergency Sick Leave and Expanded Family and Medical Leave for specified reasons related to Covid-19. This Administrative Guideline outlines how the district will comply with FFCRA. These guidelines are effective through December 31, 2020.

Emergency Sick Leave: Employees who are unable to work, including telework, will have access to up to two (2) weeks (80 hours for full time employees, or part-time employee's two week equivalent) of Emergency Sick Leave under the following criteria:

## **Employee ...**

1. is subject to a Federal, State, or local quarantine or isolation order related to Covid-19;
2. has been advised by a health care provider to self-quarantine related to Covid-19,
3. is experiencing Covid-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is close (or childcare provider is unavailable) due to Covid-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

For qualifying reasons #1-3 above, the leave will be paid at 100% of the employee's regular rate of pay.

For employees with qualifying reasons #4-6 above, the Emergency Sick Leave will be paid at 2/3 of their regular rate of pay, up to \$200 daily and \$2,000 total. Employees may supplement this payment with their accrued paid leave banks to ensure they are paid at 100% of their normal wage rate.

A part-time employee is eligible for Emergency Sick Leave for the number of hours that the employee is normally schedules to work over that period.

## **Expanded Family and Medical Leave**

Employees who are unable to work, including telework, for reason #5 described above, will be eligible for ten (10) weeks of Expanded FMLA in addition to the Emergency Sick Leave. To be eligible, employees must have been employed by the District for at least thirty (30) days prior to their request for Expanded FMLA.

Expanded FMLA will be paid at 2/3 of the employee's regular rate of pay, up to \$200 daily and \$12,000 total. Supplementing this pay with other accrued paid leave is not allowed for Expanded FMLA.

A part-time employee is eligible for Expanded FMLA for the number of hours that the employee is normally scheduled to work over that period.

### **Documentation**

Employees will be required to submit documentation to verify that they meet the qualifications (#1-#6 described above) for the Emergency Sick Leave and/or Expanded FMLA.

Documentation does not need to be immediately provided to begin receiving either paid leave type, but must be provided within a reasonable amount of time.

### **Job Restoration, Return to Work Recertification**

An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of either Emergency Sick Leave or Expanded FMLA, unless unusual circumstances have arisen (i.e., the employee's position or shift was eliminated for reasons unrelated to the leave). The District may require a return-to-work certification from a health care provider before restoring the employee to work following either leave where the employee has taken leave for the employee's own serious health condition. If an employee taking either leave chooses not to return to work for any reason, the employee should notify the District as soon as possible.