The Family and Medical Leave Act

Swallows Charter Academy will:

1. Follow the current Family and Medical Leave Act as it applies to the employees who meet the qualifications of the Act. This language is currently outlined in the Staff Handbook.
2. Follow the current Extended Family and Medical Leave Act as it applies to the employees who meet the qualifications of the Act. The Act will sunset on December 31, 2020.
3. Follow the Families First Corona Virus Recovery Act as it applies to the employees who meet the qualifications of the Act. The Act will sunset on December 31, 2020.

For medical or family conditions which require the employee to miss work on a regular or intermittent basis, employees are required to contact the Director of School Services to request leave and determine eligibility.

Qualifying Reasons for Leave Related to COVID-19:

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 closed (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.

Paid Leave Entitlements:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage paid at:

- 100% for qualifying reasons #1-3 above, or up to $511 daily and $5,110 total;
- 2⁄3 for qualifying reason #4 and #6 above, up to $200 daily and $2,000 total, and;
- Up to 12 weeks of paid sick leave and expanded family medical leave paid at 2⁄3 for qualifying reasons #5 above for up to $200 daily and $12,000 total.

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