

COVID-19-RELATED EMERGENCY PAID SICK LEAVE POLICY AND PROCEDURE

Effective from April 1, 2020 to December 31, 2020.

Purpose: The Families First Coronavirus Response Act (ACT), enacted on March 18, 2020, requires employers to provide certain emergency leave related to the COVID-19 pandemic. The Act becomes effective April 1, 2020, and the rights outlined in this Policy and Procedure are applicable from April 1, 2020, through December 31, 2020.

Policy: Under the Emergency Paid Sick Leave (EPSL) provision of the Act, employers must pay employees for two weeks of leave for a broad range of COVID-19 related reasons.

The new paid sick leave available under the Act applies broadly to COVID-19 related absences, and if employees qualify, they are eligible for up to two weeks of paid leave. Specifically, all employers are required to provide paid sick leave for employees who cannot work for any of 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 due to concerns related to COVID-19;
- 3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- 4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 as described in subparagraph (2);
- 5) The employee is caring for a son or daughter under the age of 18 of such employees if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; or
- 6) The employee is experiencing any other substantially similar condition as has been specified by the U.S. Government (as of the effective date of this policy, no such condition has been specified).

Procedure: Employees are immediately eligible to take this leave regardless of length of employment. Substitution of existing leave is not required. Employees are not required to find their own replacement, meaning arranging for shift coverage, during the paid sick leave period.

To be eligible to receive this leave, employees must complete the “Emergency Paid Sick Leave Request Form for COVID-19-Related Leave.” The employee may need to submit documentation to verify eligibility for the leave. The employee will be notified of qualification for the leave and when the leave begins.

The amount of sick leave required to be paid is 80 hours pro-rated for part-time employees.

Paid leave will be calculated based on the employee's regular compensation. Depending on the exact pay and the reason for leave, his or her pay may be only two-thirds of regular compensation if the care is for a family member, as in (4) or (5) above. Note that compensation will be calculated with a six-month look back for employees with irregular schedules.

The employee may use accrued sick or vacation leave to supplement the difference between the employee's regular compensation and the amount paid under this paid sick leave.

The State will not discriminate against the employee for exercising the employee's right to take this paid leave.