**OVERVIEW:**

Pandemics are a very rare occurrence, but the recent outbreak of Covid-19 has been especially dangerous and disruptive to individuals, families, businesses, and the entire national and global economy. Click or tap here to enter text. (Click or tap here to enter text.) has a Paid Time Off (PTO) policy that includes Click or tap here to enter text. (see the Time section of the Employee Handbook for details). The following Employee Paid Leave policy aligns with Click or tap here to enter text.’s PTO policy as it covers consecutive weeks of leave related exclusively to the COVID-19 outbreak.

(**NOTE:** *[IF YOUR COMPANY ALLOWS OR WILL ALLOW REMOTE WORK FOR SOME CLASSIFICATIONS OF EMPLOYEES ADD THE FOLLOWING]* Click or tap here to enter text. *also provides for employees to work remotely. If the employee is able and capable of working remotely, this Expanded FMLA leave policy will not need to be used. Instead, the employee is encouraged to work remotely at the employee’s discretion and with permission of their direct supervisor and will be paid accordingly at their full rate of pay as normal.*)

Click or tap here to enter text. cares for each and every employee and their family members deeply. As a result, and in compliance with the Families First Coronavirus Response Act 2020 (FFCRA), effective April 1, 2020, and through March 31, 2021, Click or tap here to enter text. offers employees who are concerned about, have been impacted by, or whose families have been impacted by the Coronavirus (COVID-19) Emergency Paid Leave with special rights.

**Qualifying Leave Reasons:**

All current employees, both hourly and salary, exempt and non-exempt, and including temporary and seasonal employees, who are currently scheduled to work are eligible for this special paid leave for the following qualifying reasons for leave - The employee is unable to work, or unable to telework (i.e. work remotely), due to a need for leave because the 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 a child whose school or place of care is closed, or childcare provider is unavailable, for reasons related to COVID-19;
6. Is experiencing any other substantially similar condition specified by the secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

The use of the term “child” above is specifically defined for the purposes of this policy as a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is:

* Under 18 years of age
* 18 or older and incapable of self-care because of a mental or physical disability

The use of the term “individual” above means an immediate family member, roommate, or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for must: a) be subject to a federal, state or local quarantine or isolation order as described above; or b) have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

**Leave Duration:**

Click or tap here to enter text. generally, provides the following leave for qualifying employees meeting one or more of the qualifying reasons above:

* For reasons 1 – 4 and 6 above, all full-time employees are eligible for 80 hours of leave, and part-time employees are eligible for the number of hours of leave that the employee works on average over a two-week period. For employees with varying hours, one of two methods for computing the number of hours paid will be used:
  + If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
  + If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.
* For reason 5 above, all full-time employees are eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours per week. Part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that same period.

**Increments & Intermittent Use of Leave:**

[*INCREMENTAL AND INTERMITTENT LEAVE IS OPTIONAL BUT STRONGLY ENCOURAGED BY THE DEPT. OF LABOR. EMPLOYERS ARE NOT REQUIRED TO INCLUDE BUT DOING SO DEMONSTRATES YOUR COMPANY’S REASONABLE ATTEMPT TO BE FLEXIBLE*]

When working remotely, employees may take emergency paid sick leave intermittently and in any increment agreed to with their manager. As in the example for FMLA leave, an employee may only need 4 hours per day of leave to care for his or her child or may only need to do so on Tuesdays and Thursdays. Managers and employees are expected to be flexible in scheduling wherever possible.

For those not working remotely and currently working on site, an employee may only take intermittent leave for reason 5 above, to care for his or her child when the school or place of care is closed, or the caregiver is unavailable due to COVID-19-related reasons. Per the regulations, as all other reasons for emergency paid sick leave could potentially expose an employee or others in the workplace to the virus, employees must either use the full amount of paid sick leave or use it in full-day increments until the reason for leave is over and it is safe for the employee to return to work.

**Calculation of Pay:**

For the express purpose of this policy, management may not require that other forms of paid leave be used prior to this paid leave. The intent of this policy is to preserve existing paid leave to the extent possible. Click or tap here to enter text. will compensate employees in the following ways and depending on the qualifying reason:

* For reasons 1 – 3: Employees taking leave are entitled to pay at their regular rate up to a maximum of $511 per day and $5,110 in the aggregate (over a 2-week period).
* For reasons 4 or 6: Employees taking leave are entitled to pay at 2/3 of their regular rate up to $200 per day and $2,000 in the aggregate (over a 2-week period).
* For reason 5: Employees taking leave are entitled to pay at 2/3 their regular rate up to $200 per day and $12,000 in the aggregate (over a 12-week period).

**NOTE:** The total hours, weeks and pay limits of paid leave granted by this policy does not roll over with the change in calendar or fiscal year. Only unused hours, weeks and pay below maximum limits from calendar year 2020 are eligible for use in 2021. If all eligible hours, weeks and pay limits of paid leave were used in calendar year 2020 during the original duration of the FFCRA (originally set to end 12/31/2020), there are no more hours, weeks and pay available under this policy in calendar year 2021.

**Interaction with Other Paid Leave:**

Employees may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above. Additionally, employees on expanded FMLA leave under may use emergency paid sick leave concurrently with that leave. Emergency paid sick leave may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

**Notifying Management:**

Where the leave being requested is foreseeable, an employee should provide notice of leave to Click or tap here to enter text. as early as is practicable. The request must be in writing. Forms for the request are available through Click or tap here to enter text.’s HR Department [*OR APPROPRIATE MEMBER OF LEADERSHIP IN YOUR COMPANY IF NO HR DEPARTMENT*]. Verbal notification will be accepted until practicable to provide written notice.

Supporting documentation for the leave must be included with the written request such as:

* A copy of the federal, state or local quarantine, or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order.
* Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or the name of the provider who advised the employee.
* The name and relation of the individual the employee is taking leave to care for who is subject to a quarantine or isolation order or is advised to self-quarantine.
* The name and age of the child or children being cared for; the name of the school, place of care, or childcare provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.
  + For children over age 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

After the first workday of paid sick time, if medically able, employees and their immediate supervisor must collaborate to determine reasonable periodic check-ins to verify the employee’s status and intent to continue to receive paid sick time. Such contact can be by phone, text, IM, email, or other such digital communication deemed appropriate by the HR Department [*OR APPROPRIATE MEMBER OF LEADERSHIP IN YOUR COMPANY IF NO HR DEPARTMENT*].

**Carryover:**

This emergency paid sick leave ends March 31, 2021, and any unused paid sick leave associated with this policy does not extend beyond nor into the next year and will not be paid out.

**Job Protections:**

Employees appropriately utilizing emergency sick leave under this policy will not be penalized nor discriminated against in any manner for work time missed due to this leave.

Please direct all questions or concerns related to this policy to the HR Department [*OR APPROPRIATE MEMBER OF LEADERSHIP YOUR COMPANY IF NO HR DEPARTMENT*].