ORGANIZATION is prepared to comply fully with the Families First Coronavirus Response Act (FFCRA), signed into law on March 18, 2020 and going into effect on April 2, 2020.

FFCRA provides two benefits to employees in an effort to support families during this unprecedented time. One, Emergency FMLA (also called E-FMLA) and two, Paid Sick Leave. This policy will summarize both and help you understand what you need to do to apply for each benefit.

**EMERGENCY FAMILY & MEDICAL LEAVE (E-FMLA)**

**Eligibility**

If you have worked for ORGANIZATION for at least 30 days prior to the need for leave, you may be eligible for paid E-FMLA protected leave. E-FMLA is different from traditional FMLA in three main ways: a) E-FMLA includes paid time, and b) eligibility is based only on working for ORGANIZATION for at least 30 days before the need for leave and (c) the qualifying reasons for this leave are specific to the public health emergency with respect to COVID-19.

**Qualifying Reason for Leave & Length of Leave**

E-FMLA is available for eligible employees who are unable to work (including telework) and need leave from work to care for the employee’s child under the age of 18 years old due to the closing of the child’s school or place of care (or unavailability of childcare provider) due to the public health emergency with respect to COVID-19. E-FMLA provides up to 12 weeks of job-protected leave for eligible employees.

**Paid Leave**

For the first 10 days of E-FMLA, you may choose to take the leave as unpaid or use accrued paid time off (including Emergency Paid Sick Leave described below, PDO or sick leave). After 10 working days, ORGANIZATION will pay employees on approved leave two-thirds of the employee’s regular rate of pay for the number of hours the employee would have normally been scheduled – up to $200 per day and up to $10,000 total per employee.

Example: Mary is a full-time employee who is normally scheduled to work 40 hours per week and is paid $12 per hour. She has been approved for E-FMLA because her 10-year old child’s school is closed indefinitely. Mary may choose to take days 1 through 10 as unpaid or use Emergency Paid Sick Leave or her accrued paid time off. Starting day 11, ORGANIZATION will pay Mary $320 per week: $12 per hour x 40 hours/week = $480/week. Two-thirds of $480/week = $320/week. Mary will receive $320 per week for the length of her approved leave or up to 12 weeks.

Employees working part-time or irregular schedules will be paid based on the average number of hours the employee worked for the six months prior to taking E-FMLA. For employees who have worked for ORGANIZATION less than six months, the number of average hours reasonably expected at hire will be used to calculate paid leave.

**Applying for Leave**

Contact the [INSERT APPROPRIATE TITLE] for a *Request for E-FMLA Leave* form and provide an email or other documentation of your need for leave.

**Job Restoration**

ORGANIZATION will comply with the requirements for job restoration as they exist under the federal Family and Medical Leave Act as modified by the FFCRA.

**EMERGENCY PAID SICK LEAVE**

**Eligibility**

Full-time employees will be provided with up to 10 days (80 hours) of paid sick leave in certain situations as listed below. Likewise, part-time employees will be provided with paid sick leave up to the number of hours worked by the employee on average over a 2-week period in certain situations as listed below. This is provided to all employees regardless of length of service with ORGANIZATION.

**Reasons for Leave**

An eligible employee may take paid sick leave in the event the employee is:

1. Subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine due to COVID-19 concerns;
3. Experiencing COVID-19 symptoms and seeking medical diagnosis;
4. Caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. Caring for the employee’s child if the child’s school or place of care is closed or the child’s care provider is unavailable due to taking COVID-19 precautions; or
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**Paid Leave**

Eligible employees will be paid their regular rate of pay as described in the FFCRA for reasons 1, 2, and 3 above, subject to a maximum of $511 per day and up to $5,110 per employee. For reasons 4, 5, and 6 above, eligible employees will be paid two-thirds of the employee’s regular rate of pay as described in the FFCRA subject to a maximum of $200 per day and up to $2,000 per employee.

Employees may request Paid Sick Leave to cover the 10 days of unpaid leave under E-FMLA when both policies apply in the employee’s situation. Leave will not carryover to the following calendar year.

**Applying for Leave**

Contact the [INSERT APPROPRIATE TITLE] for the *Paid Sick Leave Request Form* attesting to your need for paid sick leave. Complete and return the form as directed. Given the circumstances, we will not be requiring medical documentation but will accept information you have and want to share.

This policy is in effect until December 31, 2020. We are monitoring legislation carefully and will modify as needed to remain fully compliant.