

TRAINING ON LEAVE OPTIONS AVAILABLE FOR EMPLOYEES

Current available leaves are:

- New Hire Leave and FMLA

Leave available under Families First Coronavirus Response Act (FFCRA)

- Emergency Paid Sick Leave Act (EPSL)
- Emergency Family and medical Leave Expansion Act (E-FMLA)

Referred to as the FFCRA

Became effective April 1, 2020 and Expires December 31, 2020

**Emergency Family and medical Leave Expansion Act
(E-FMLA)**

Emergency Paid Sick Leave Act (EPSL)

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (E-FMLA)

Eligible employees – Have been employed by employer for at least 30 days

Qualifying Reasons for Leave

Unable to work or telework due to need for leave to care for a child under age 18 whose school or Childcare provider is closed or unavailable for reasons related to COVID-19

Duration of Leave

Full-time employees are eligible for up to 12 weeks of leave at 40 hours a week

Part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that period (12 weeks)

CALCULATION OF PAID BENEFITS

First two weeks of leave are unpaid

Employee taking leave shall be paid at 2/3 their rate for weeks 3 -12

EMERGENCY PAID SICK LEAVE ACT- (EPSL)

Eligible employees – employees are eligible on their 1st day of employment

Employee is unable to work (telework) due to a need for leave because the employee

1. is subject to Federal, State, or local quarantine or isolation order related to COVID-19
2. has been advised by 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 individuals subject to an order described in (1) or self- quarantine described in (2)
5. is caring for 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

EPSL – Duration of leave

Duration of leave

Full time employee is eligible for up to 80 hours of leave, and a Part time employee is eligible for the number of hours of leave that the employee works on average over a two week period.

Time off cannot be intermittent

EPSL- Calculation of paid benefits

For leave reasons (1),(2) or (3):
employee taking leave shall be paid at
either regular rate (up to max \$511 per
day and \$5110 max over a 2 week
period)

For leave reason (4), (5) or (6):
employees taking leave shall be paid at
2/3 their regular rate (up to max \$200
per day and \$2000 max over 2 week
period)

E-FMLA AND EPSL INTERPLAY

DURATION OF LEAVE

Those taking leave to care for child under age 18 whose school or childcare provider is closed or unavailable for reasons related to COVID-19 may take two weeks of leave under the EPSL and then ten weeks of leave under the E-FMLA (for a total of 12 weeks of leave)

CALCULATION OF PAID BENEFITS

Those taking leave to care for a child under age 18 whose school or childcare provider is closed or unavailable for reasons related to COVID-19 can get paid for weeks 1-2 under the EPSL (because first two weeks under E-FMLA are unpaid) and weeks 3-12 under the E-FMLA

These means these employees can get paid for 12 weeks of leave with pay (up to max \$200 a day with max of \$12000 over 12 week period)

Use of Benefit time

During the first 2 weeks of unpaid E-FMLA, employees may not take simultaneously benefit time paid and EPSL.

Employees are able to choose to use benefit to supplement up to normal employee earnings.

TAKING INTERMITTENT LEAVE E-FMLA

Can take intermittent leave for childcare reason.

Communication must be agreed with employee and department scheduled.

For example: If an employee's child is at home because his or her school or place of care is closed, or child care provider is unavailable , because of COVID-19 related reasons, an employee may take paid sick leave on Monday, Wednesday, and Fridays to care for the child, but work his or her normal hours on Tuesday and Thursdays.

What Documents are needed for leave

Documentation of need for leave is important to properly administer.

Request for COVID-19 related Leave needs to be completed by employee and turned in to Human Resource Department to process.

Statement of COVID -19 related reason the employee is requesting leave and written support for such reason.

Statement that the employee is unable to work including by means of telework, for such reason.

THE STATEMENT FROM THE EMPLOYEE

If request for leave is based on a quarantine order or self-quarantine advice, the statement should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and if the person subject to quarantine is not employee, that person's name and relation to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement should include the name and age of the child to be care for, the name of school that has closed or place of care that is unavailable due to COVID , and a representation that no other person will be providing care for the child.

QUESTIONS?

Contact Human Resource Department

(574)235-9547

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