

FAMILIES FIRST CORONAVIRUS RESPONSE ACT CHECKLIST:

The Families First Coronavirus Response Act (FFCRA) includes two distinct acts, but they have overlapping applications. The first part of the Act is the Emergency Paid Sick Leave Act. This applies to every single employee, full or part time, no matter how long they have worked for the County. It gives 80 hours of paid time off for any employee that qualifies under one of the six reasons. The intention of the Act is to allow the employee to do a fourteen-day quarantine without losing all of their pay.

The second part of the act is an expansion of the Families Medical Leave Act (FMLA). This was expanded as follows:

1. It offers up to a total of twelve weeks (paid at 2/3 the wage) to employees eligible under reasons #5. (must use non-FLSA comp and PTO to complete check)
2. It shortened the period of time that an employee must work to be eligible from one-year (12 months) to thirty (30) days. So as a department head you should simply identify the employees that have worked less than 30 days and advise them, they are not eligible for the FMLA childcare expansion. Everyone else will be eligible.

As a Department Head, you should be familiar with the following.

Does the Employee fit in one of the six qualifying reasons?

1. Employee is subject to federal, state, or local quarantine or isolation order.
2. Employee has been advised by a health care provider to self-quarantine.
3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. Employee is caring for an individual subject to an order described under (1) or (2).
5. Employee is caring for his or her child whose school or place of care is closed due to COVID-19 related reasons.
6. Employee is experiencing any other substantially similar condition specified by the US Department of Health and Human Services.

Emergency Paid Sick Leave:

3. If Employee fits under reasons #1 through #3 they will receive 80 hours at their hourly rate of pay. All employees are covered regardless of the length of their employment.
4. If an Employee fits under reasons #4 through #6 they will receive 2/3 of their hourly rate for 80 hours of pay. All employees are covered regardless of the length of their employment.

All employees making the leave request need to complete a form WH380 for their respective leave and include a letter from their health care provider if it involves leave for reasons #2, #3, #4 and #6.

FMLA Expansion Child Care Act:

5. If an Employee qualifies under reason #5 and have not worked for the County for more than thirty days, they will receive 2/3 of their hourly rate for 80 hours.
6. If an Employee has been employed with the County for at least 30 days prior to their leave request under reason #5 they will get the 80 hours under the paid sick leave act plus up to an additional 10 weeks off at 2/3 their weekly wage. They will be required to use their PTO and non FLSA comp-time (all except one work week worth of time) to make up the 1/3 of their hourly rate per the personnel policy book (Section 4.3.6).

All employees making the leave request need to complete a form WH380 for their respective leave under #5 along with a letter from their daycare provider or proof of school closing.