Families First Coronavirus Response Act (FFCRA) Employee Information Sheet

What is the Families First Coronavirus Response Act (FFCRA)?
The FFCRA is Congressional response to COVID-19 that allows employees to receive paid sick leave or expanded family medical leave for specified reasons relating to COVID-19.

What are the two types of leave granted under the FFCRA?
The two types of leave granted to employees under the FFCRA are Emergency Paid Sick Leave and Extended Family Medical Leave.

What is the Emergency Paid Sick Leave (EPSL) granted under the FFCRA?
Emergency Paid Sick Leave (EPSL) allows all employees who have worked for the district to be eligible for up to two weeks of paid sick time for specified reasons relating to COVID-19.

What are the specified reasons an employee can qualify for Emergency Paid Sick Leave? What are the six reasons an employee can qualify for Emergency Paid Sick Leave (EPSL)?

1. The employee is subject to 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 related to COVID-19;  
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;  
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);  
5. The employee is caring for a child whose school or childcare provider is unavailable for reasons relating or COVID-19;  
6. The employee 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.

How much leave am I eligible to receive under Emergency Paid Sick Leave (EPSL)?
Full-time employees are eligible for 80 hours of leave under Emergency Paid Sick Leave  
Part-time employees are eligible to receive the number of hours of leave that the employee works on average over a two-week period.

How much will I be paid during my Emergency Paid Sick Leave (EPSL)?
The amount of pay you will receive depends on the reason you are applying for EPSL.

If you are applying for EPSL for the following reasons you will receive your normal rate of pay, up to $511 per day and $5,110 in the aggregate (over a two-week total period).
1. You are 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 related to COVID-19; OR
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis

**If you are applying for EPSL for the following reasons you will receive 2/3 of your pay, up to $200 per day and $2,000 in the aggregate (over a two-week period)**

4. You are caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. You are caring for a child whose school or child care provider is unavailable for reasons relating to COVID-19
6. You are experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

**What if I make more than $511 per day, can I supplement my pay?**
Yes, you have the option to elect to supplement any pay decrease you would incur due to the $511 per day cap with any accrued paid leave that you may have from the District. Please indicate on your EPSL application in the appropriate section that you would like to do so. The District will not automatically substitute any incurred leave you may have, the employee must choose to do so.

**What if I will only be receiving 2/3 pay up to $200 maximum per day under Emergency Paid Sick Leave (EPSL), can I substitute the other 1/3 with my own leave?**
Yes, if you would like, you have the option to elect to substitute any pay decrease you would incur because of the 2/3 and $200 per day maximum with your own accrued paid leave that you may have from the District. Please indicate on your EPSL application in the appropriate section that you would like to do so. The District will not automatically substitute any incurred leave you may have, the employee must choose to do so.

**Do I have to take all 80 hours or the maximum I am eligible for of Emergency Paid Sick Leave (EPSL) at one time?**
No, you do not have to use all your EPSL at one time. You may use up to 40 hours per week, twice. For example: and employee may elect to take 40 hours of ESPL for only one week, then use their remaining 40 hours at a later time. Please note, that all EPSL MUST be taken before December 31, 2020, or it will be lost- unless renewed by Congress.

**When does Emergency Paid Sick Leave end?**
All EPSL MUST be taken before December 31, 2020, or it will be lost- unless renewed by Congress.

*July 17, 2020*
Does Emergency Paid Sick Leave roll over if it unused?
No. Any EPSL that is not used before December 31, 2020 expires, unless otherwise renewed by Congress.

Will I be required to submit documentation for my Emergency Paid Sick Leave to be granted?
Yes, you will be required to submit medical certification and/or other documentation. All documentation must clearly indicate the leave request is for COVID-19 related reasons. Failure to submit proper documentation may result in leave denial.

Where should I apply for Emergency Paid Sick Leave (EPSL)?
Find information on forms and how to submit an application [HERE](#).

What is the Extended Family Medical Leave (EFML) granted under the FFCRA?
Extended Family Medical Leave (EFML) allows an eligible employee to take up to 12 weeks of leave if the employee is caring for a child whose school or place of care (or a childcare provider) is unavailable for reasons related to COVID-19.

For what reasons am I eligible for EFML?
You are only eligible to receive EFML leave if you are caring for a child whose school or place of care (or a childcare provider) is unavailable for reasons related to COVID-19.

What employees are eligible for Extended Family Medical Leave?
Employees who have worked for the District for at least 30 calendar days are eligible to receive up to 12 weeks of Extended Family Medical Leave.

How does Extended Family Medical Leave interact with Family Medical Leave?
Extended Family Medical Care is an extension of Family Medical Leave. Because of this, you may only take a total of 12 weeks of FMLA AND/OR EFML until September 1, 2020. One September 1, 2020, you will receive 12 weeks of FMLA/EFML and will lose any previous balance of leave you had.

Example: If you have previously used 6 weeks of FML earlier in the 2019-2020 school year, you would only have 6 weeks of leave available for either FML or EFML leave.

Please note that on December 31, 2020 EMFL will expire, however any FML you have not used, will not expire.

What if I have used all of my Family Medical Leave for the year?
If you have used all your FML for the 2019-2020 school year, you must wait until September 1, 2020 take FML or EFML. On September 1, 2020, 12 weeks of EFML/FML leave will be available for your use. Please note that on December 31, 2020 EMFL will expire, however any FML you have not used, will not expire.

July 17, 2020
What will I be paid while on Extended Family Medical Leave?
Your first two weeks of Extended Family Medical Leave will be unpaid unless you chose to supplement these two weeks with any Emergency Sick Leave you may have, any accrued leave you may have, or a combination of the two. After that you will be paid at 100% of your normal pay until all your accrued leave is used. Once all your leave has been exhausted you will be paid at 2/3 of your normal salary, up to $200 per day and $10,000 in the aggregate (over the 10-week period).

How can I supplement pay for the first two weeks of Extended Family Medical Leave that are unpaid?
You may use any Emergency Paid Sick Leave you have available to you, any accrued leave that you may have, or a combination of the two leaves (example; 40 hours of EPSL and 40 hours of PTO). You may also chose to remain unpaid during the two week period. When you apply for EMFL you will have the option to select your preference.

What will I be paid the first two weeks of Extended Family Medical Leave?
Your first two weeks of leave under Extended Family Medical Leave will be unpaid. However, you may choose to use any Emergency Paid Sick Leave you may have, or any other accrued leave you may have to supplement pay during these two weeks.

Can I choose not to have my accrued leave used after the first two-week period?
No, it is District Policy that you must exhaust all of your accrued leave time before receiving 2/3 EFML pay.

Do I have to use all of my available leave at one time?
No, you may use your 12 weeks of EMFL leave in the same manner as FML leave.

Does Extended Family Medical Leave roll over if it unused?
No. Any EFML that is not used before December 31, 2020 expires, unless otherwise renewed by Congress.

Will I be required to submit documentation for my Extended Family Medical Leave to be granted?
Yes, you will be required to submit the Documentation for Childcare Provider Closure form. Failure to submit proper documentation may result denial of the leave request.

Where do I apply for Extended Family Medical Leave?
Find information on forms and how to submit an application HERE.

Do I need to fill out two separate applications if I am seeking both Emergency Paid Sick Leave and Extended Family Medical Leave?
Yes, you must submit one Emergency Paid Sick Leave application and one Extended Family Medical Leave form, per request.

July 17, 2020