

Temporary COVID-19 Paid Sick Leave Policy

Purpose

To provide emergency paid sick leave to employees affected by the COVID-19 outbreak who would have otherwise been eligible to receive benefits under the now-expired Emergency Paid Sick Leave Act (EPSLA), which was part of the Families First Coronavirus Response Act (FFCRA). This policy will be applied retroactive to January 1, 2021, and will remain in effect until June 30, 2021 or until state or federal legislation is passed that extends or replaces the EPSLA or FFCRA, or otherwise requires employer payment of benefits for the same purpose as the EPSLA, whichever comes first .

Eligibility

All employees, whether full- or part-time, scheduled but unable to work (or telework) from January 1, 2021 through the effective period of this policy, due to one of the following reasons:

1. The employee is 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 due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for their child if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID-19 precautions.

“Child” means 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.

“Individual” 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 they 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 they have COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, 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.

Increments and Intermittent Use of Leave

When working from home, employees may take emergency paid sick leave intermittently and, in any increment, agreed to with their manager. As in the example for caregiver leave, an employee may only need 4 hours per day of leave to care for their 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 teleworking and currently working onsite, an employee may only take intermittent leave for reason 5 above, to care for their 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 paid sick leave could potentially expose an employee or others in the workplace to the virus, employees taking leave for reasons 1-4 above 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.

Rate of Pay

Emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-5 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above.
- \$200 per day and \$2,000 in total for leave taken for reason 4-5 above.

Interaction with Other Paid Leave

The employee may use paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Paid sick leave may also be used when an employee is on leave under traditional FMLA for their own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their manager or the HR manager of the need and specific reason for leave under this policy either prior to leave or as soon as possible after leave commences. A form will be provided to all employees in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Documentation supporting the need for leave must be included with the leave request form, such as:

- 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 child care 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.

Once paid sick leave has begun, the employee and their manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

If an employee is applying for the leave retroactively for leave taken between January 1, 2021 and the date this Policy goes into effect, the employee should complete the form and submit it, along with the documentation indicated above, to the HR Manager.

Carryover

Paid emergency sick leave under this policy will not be carried over or paid out to employees after this policy expires.

Job Protections

No employee who appropriately utilizes paid sick leave under this policy will be discharged, disciplined or discriminated against for use of this leave.

Please contact Human Resources with any questions.