

On March 18, 2020, President Trump signed into law the Families First Coronavirus Response Act (FFCRA) mandating that certain employers provide employees with Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion. The following provides details regarding Company's temporary policy in compliance with FFCRA. As is true of all policies of Company, this policy may be amended or revised at the discretion of the Company.

The Department of Labor model notice may be accessed here:

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

# Emergency Paid Sick Leave

## Policy Effective Date

April 1, 2020

## Policy Expiration Date

December 31, 2020

## Eligibility Requirement

All active employees are eligible for the Emergency Paid Sick Leave.

## Qualifying Events and Benefits

Generally, the act requires two weeks (up to 80 hours) of pay as specified below. Full-time employees are eligible for up to 80 hours. Part-time employees and those with variable hours are eligible for a prorated amount based on the number of hours the employee would otherwise be normally scheduled to work.

An employee qualifies if unable to work or telework due to a need for leave because the employee...	Benefit Due
1 - is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;	Employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate.
2 - has been advised by a 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 individual subject to an order described in (1) or self-quarantine as described in (2);	Employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.
5 - is caring for a son or daughter under 18 years of age whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or	Employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.  Note that up to 10 weeks of additional paid leave may be available for this reason under the Emergency Family and Medical Leave Expansion.
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.	Employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.

## Employee Notification Requirements

Employees are to complete the Request for Emergency Leave form and submit to Human Resources and their supervisor as soon as reasonably possible to provide notice of your need for paid leave under one of these qualifying reasons. Human Resources, in collaboration with (Who else?), will determine eligibility. Human Resources will notify the employee of eligibility determination and will coordinate leave, if applicable.

Once leave begins, the employee must communicate with the supervisor on a daily basis (EDIT TO INCLUDE NORMAL REPORTING PROCEDURES AS PROVIDED IN YOUR SICK OR PTO POLICY)

#### Timekeeping

Company's Timekeeping policy remains in effect. Upon approval of Emergency Paid Sick Leave, a charge code will be provided to the employee. Time may be recorded in increments of .25 hours.

In order to allow flexibility, Emergency Paid Leave may be used intermittently, or as needed under the following circumstances:

- If caring for a son or daughter under 18 years of age whose school or place of care is closed (or child-care provider is unavailable) for reasons related to COVID-19; or
- If for any other reason while teleworking.

If the Emergency Paid Leave is less than the normal compensation received by the employee, the employee may choose to use accrued Paid Time Off (PTO), Vacation, or Sick Leave in order to supplement their wages. In no event shall employees be compensated in excess of normal pay in a pay period.

#### Return to Work

Human Resources will coordinate employee's return to work. Employee must notify Human Resources (#) business days before the requested return to work. Dependent upon the reason for leave, documentation from a health care provider may be required.

#### Entitlement and Impact on Other Company Benefits

Company's FMLA policy remains in effect. Any leave which meets FMLA criteria will count against the employee's entitlement to other forms of FMLA leave.

Emergency Paid Sick Leave is in addition to and will not be counted against the employee's entitlement to PTO, Vacation, Sick Leave or other benefits already provided by Company.

#### Payment of Benefits

Paid leave will be paid on the regularly scheduled payday. Payment is subject to deductions required by law, employee elected deductions, and employee benefits costs.

# Emergency Family and Medical Leave Expansion Act

## Policy Effective Date

April 1, 2020

## Policy Expiration Date

December 31, 2020

## Eligibility Requirement

All active employees who have been employed for at least 30 calendar days are eligible for the Emergency Family and Medical Leave Expansion.

## Qualifying Events and Benefits

The act expands Family and Medical Leave coverage to include that an eligible employee is entitled to take up to twelve work weeks of Expanded Family and Medical Leave when the eligible employee is unable to work or telework due to a bona fide need for leave to care for a son or daughter under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19. The act does not require paid leave for the first two weeks (10 days) of leave; however, the employee may use Emergency Paid Leave or other forms of paid leave provided by the employer during that time. For the following 10 weeks of expanded family and medical leave, the employee will be paid at two-thirds the employee's regular rate of pay or 2/3 the minimum wage, whichever is greater, up to a maximum of \$200 per day. Eligible employees will receive this pay for the number of hours the employee would normally have been scheduled to work that day.

## Employee Notification Requirements

Employees are to complete the Request for Emergency Leave form and submit to Human Resources and their supervisor as soon as reasonably possible to provide notice of your need for paid leave under one of these qualifying reasons. Human Resources, in collaboration with (Who else?), will determine eligibility. Human Resources will notify the employee of eligibility determination and will coordinate leave, if applicable.

Once leave begins, the employee must communicate with the supervisor on a daily basis (EDIT TO INCLUDE NORMAL REPORTING PROCEDURES AS PROVIDED IN YOUR SICK OR PTO POLICY)

## Timekeeping

Company's Timekeeping policy remains in effect. Upon approval of Expanded Family and Medical Leave, a charge code will be provided to the employee. Time may be recorded in increments of .25 hours.

In order to allow flexibility, Expanded Family and Medical Leave may be used intermittently. If the Emergency Paid Leave is less than the normal compensation received by the employee, the employee may choose to use accrued Paid Time Off (PTO), Vacation, or Sick Leave in order to supplement the wages. In no event shall employees be compensated in excess of normal pay in a pay period.

## Reinstatement and Return to Work

If you return to work at or before the end of your approved Emergency FMLA Leave, you will be reinstated to your previous position or an equivalent position if one exists. Human Resources will coordinate employee's return to work. Employee must notify their supervisor of the planned return to work as soon as reasonably possible.

## Entitlement and Impact on Other Company Benefits

Company's FMLA policy remains in effect. Any leave taken under the Emergency Family and Medical Leave Expansion Act will count against the employee's entitlement to other forms of FMLA leave.

Paid leave as provided under the Emergency Family and Medical Leave Expansion Act is in addition to and will not be counted against the employee's entitlement to PTO, Vacation, Sick Leave or other benefits already provided by Company.

#### Payment of Benefits

Paid leave will be paid on the regularly scheduled payday. Payment is subject to deductions required by law, employee elected deductions, and employee benefits costs.