

EMERGENCY PAID SICK LEAVE – Quick FAQs

What is the *Families First Coronavirus Response Act*?

This bill, passed in response to the present outbreak of coronavirus/COVID-19, is emergency legislation that requires employers to provide eligible employees with paid sick leave and paid family leave under certain circumstances related directly to the impact of coronavirus/COVID-19.

When does the law take effect?

The law is effective April 1, 2020 through December 31, 2020 and cannot be applied retroactively to dates prior to April 1, 2020.

Who qualifies for this benefit?

Any employee with a qualifying reason as listed below, including Project and Temp Seasonal employees.

What does Emergency Paid Sick Leave cover?

Eligible employees can receive up to two weeks (80 hours) of paid sick leave.

What are qualifying reasons for using Emergency Paid Sick Leave?

Employees are entitled to Emergency Paid Sick Leave if they are:

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. Advised by a healthcare provider to self-quarantine due to COVID-19 concerns
3. Experiencing COVID-19 symptoms and seeking medical diagnosis
4. Caring for an individual subject to federal, state, or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns
5. Must care for their child if the child's school or place of care is closed or the child's care provider is unavailable due to public health emergency AND is unable to telework.
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Does the *Stay Home, Stay Healthy* mandate issued by the governor to shelter in place qualify employees under reason 1?

It depends. The Governor's shelter in place order is a qualifying use for Emergency Paid Sick Leave if the order itself causes the employee to be unable to work or telework.

Can an employee take 80 hours of paid sick leave for one reason, and then another 80 hours if qualifying under a different reason at a later date?

No. The total number of hours for which employees can receive Emergency Paid Sick Leave are capped at 80.

Can an employee take Emergency Paid Sick Leave intermittently?

Leave cannot be taken intermittently for reasons 1, 2, 3, 4 or 6 if not able to telework. Other intermittent Emergency Paid Sick leave requests will be evaluated on a case-by-case basis.

Will the Emergency Paid Sick Leave pay qualified employees at their regular rate of pay?

Yes. Qualified employees will be paid at their regular rate of pay for all qualifying reasons. Less than full-time employees will be paid based on their average weekly hours.

Do employees have to exhaust their paid time off accruals before accessing Emergency Paid Sick Leave?

No, employees are entitled to use the Emergency Paid Sick Leave before they begin using any additional paid time off benefits already offered by the City.

How does an employee request Emergency Paid Sick Leave?

Employees can submit a completed Emergency Paid Sick Leave Request Form (located on the COVID-19 Employee Portal) to Human Resources. Employees can also contact Human Resources if they need a paper form mailed to them, or require a designee to fill out the form on their behalf.

Do employees have to submit additional documentation to qualify for Emergency Paid Sick Leave?

Employees will be required to provide a completed Emergency Paid Sick Leave Request Form which contains the following:

- The employee's name
- The date(s) for which leave is requested
- The qualifying reason for leave
- A statement that the employee can't work or telework

In addition, the employee will need to complete informational fields relevant to the qualifying reason for leave.

Other documentation may be requested if needed to meet regulatory requirements.

What happens if an employee was approved for 80 hours but did not use it all?

If an employee no longer has a qualifying reason for taking paid sick leave before exhausting it, they may take any remaining paid sick leave at a later time, until December 31, 2020, if another qualifying reason occurs.