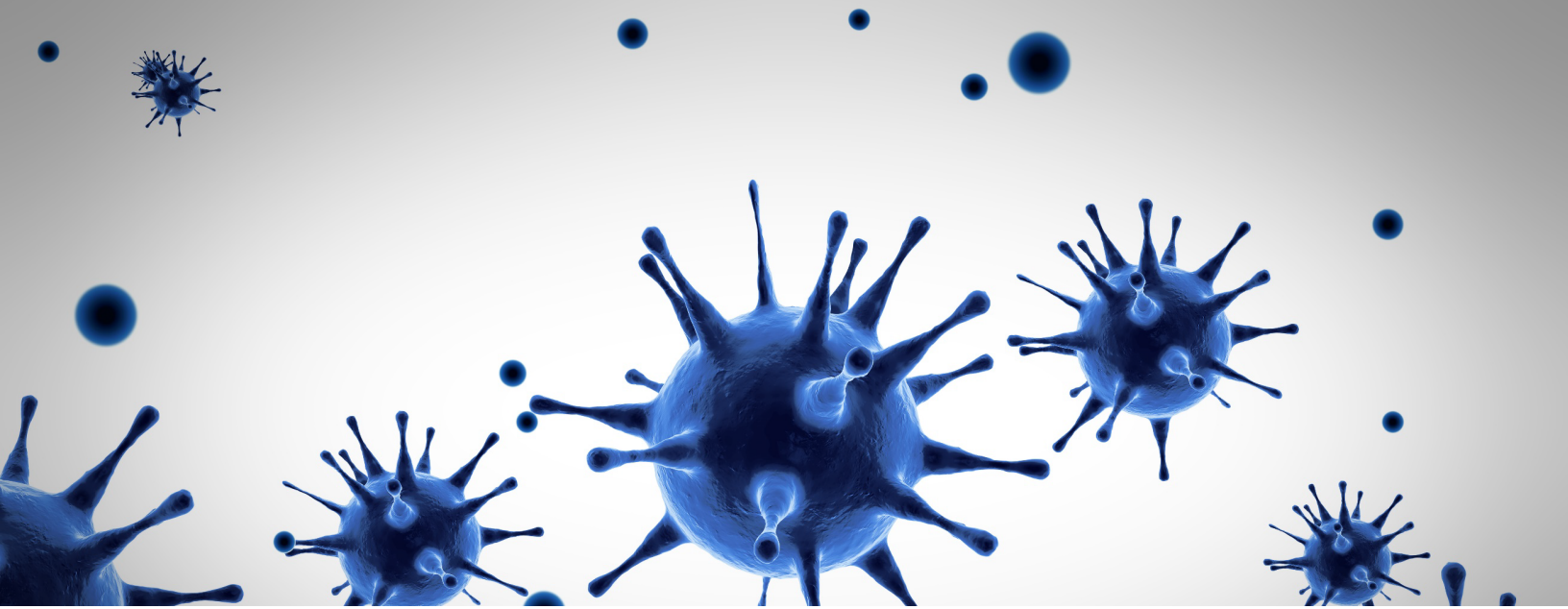


FAMILIES FIRST CORONAVIRUS RESPONSE ACT:

AN EMPLOYEE'S GUIDE TO PAID SICK LEAVE
AND EMERGENCY FMLA



On March 18th, the Senate passed the Families First Coronavirus Response Act, an economic stimulus plan aimed at addressing the impact of the COVID-19 outbreak on Americans and introducing paid sick leave and expanded family and medical leave. **The leave provisions will go into effect on April 2 and remain in effect until December 31, 2020.** The new law provides paid sick leave for employees impacted by COVID-19 and expanded FMLA for those with children out of school due to COVID-19.

DO I QUALIFY FOR PAID SICK LEAVE?

Full-time employees will be provided up to 80 hours of paid sick leave at the employee's regular rate (or two-thirds the employee's regular rate to care for qualifying reasons 4, 5, or 6 listed below).

Reasons that you may take sick leave:

1. Subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. Advised by a health care 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 a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. Caring for your 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; or
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.

When am I eligible to begin receiving sick pay?

You will be able to receive sick pay for leave under the new law beginning on April 2nd. Any time missed from work prior to this will be subject to normal policies.

Do I have to use my PTO/Vacation time before I can receive sick pay?

No. Beginning on April 2nd, you are given the use of up to 80 hours of sick leave. This is to be used prior to the use of any accrued PTO/Vacation time.

DO I QUALIFY FOR EMERGENCY FAMILY AND MEDICAL LEAVE?

Employees who have worked for at least 30 days (before the first day of leave) may take up to 12 weeks of job-protected leave to allow an employee, who is unable to work or telework, **to care for the employee's child (under 18 years of age) if the child's school or place of care is closed or the childcare provider is unavailable due to a public health emergency.** This is the only qualifying reason for Emergency FMLA.

The first 10 days of Emergency FMLA may be unpaid. During this 10-day period, an employee may elect to substitute any accrued paid leave (or sick leave as mentioned above) to cover some or all of the 10-day unpaid period.

How will my pay be calculated if I am a full-time employee (after the 10-day period)?

After the 10-day period, full-time employees will be paid at two-thirds the employee's regular rate for the number of hours the employee would otherwise be normally scheduled. The new Act limits this pay entitlement to \$200 per day and \$10,000 per employee.

How will my pay be calculated if I am not a full-time employee (after the 10-day period)?

Employees who work a part-time or irregular schedule are entitled to be paid based on the average number of hours the employee worked for the six months prior to taking Emergency FMLA. Employees who have worked for less than six months prior to leave are entitled to the employee's reasonable expectation at hiring of the average number of hours the employee would normally be scheduled to work.

Please contact Human Resources for any questions regarding sick leave or emergency family and medical leave.