

## EMERGENCY PAID SICK LEAVE NOTIFICATION

*Employees Use Emergency Paid Sick Leave (EPSL) pursuant to the Families First Coronavirus Response Act (FFCRA).*



### Employee Information

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Employee Name:   
Employee Home Address:  E-mail:   
Home Phone Number:  Cell Phone #:

*This letter is to advise you that you have exhausted a benefit under the FFCRA or that your benefits will change*

The City has followed the EPSLA and EFMLEA and has provided paid leave benefits related to those COVID-19 reasons. However, the City's current policy went beyond the terms of the EPSLA and EFMLEA and enhanced the leave benefits by providing full pay instead of 2/3rds the employee's regular rate of pay, uncapped the 80 hour limit to the leave benefit for each COVID-19 related reason, and provided COVID-19 related leave for scenarios not covered by the FFCRA.

#### Effective 9/20/20:

- Employees who have exhausted the benefit limits under the EPSLA and/or EFMLEA since April 1, 2020 will not be eligible for additional leave.
- Employees who have used some of the leave benefits under the EPSLA and/or EFMLEA since April 1, 2020 will only be eligible for the balance of leave provided under the law.
- Pay will either be at 100% of the employee's regular rate or 2/3rds of the employee's regular rate, depending on the qualifying reason.

#### Reason for Leave:

1. You were subject to state, federal or local quarantine or isolation order related to COVID-19.
2. You were advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. You had symptoms of COVID-19 and were seeking a diagnosis.
4. You were caring for an individual who has been ordered to quarantine or isolate or has been advised BY A HEALTH CARE PROVIDER to self-quarantine related to COVID-19.
5. You needed to care for your child under age 18 because the child's school, childcare or childcare provider was closed or unavailable related to COVID-19.
6. You were experiencing other conditions substantially similar to COVID-19 as specified by HHS.

#### Emergency Paid Sick Leave

If emergency sick leave was approved for reasons #1-3 above, Full-time employees were eligible to receive up to 80 hours of leave at 100% of their regular rate of pay.

If leave was requested and approved for reasons #4-6 above, such leave will be 2/3 of the employee's regular rate of pay.

**Expanded Family and Medical Leave**

An employee is entitled to take up to 12 workweeks of **Expanded Family and Medical Leave** during the period April 1, 2020 through December 31, 2020 for leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons (reason #5 above). The first 2 weeks are unpaid. (Employee may use reason #5 under the EPSLA if available). The additional ten weeks of expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act are paid at 2/3rds the employee’s regular rate of pay.

Eligibility for expanded family and medical leave depends on how much leave you have already taken during the 12-month period for FMLA leave. You may take a total of 12 workweeks for FMLA or expanded family and medical leave reasons during a 12-month period. If you have taken some, but not all, 12 workweeks of your leave under FMLA during the current 12-month period, you may take the remaining portion of leave available. If you have already taken 12 workweeks of FMLA leave during this 12-month period, you may not take additional expanded family and medical leave.

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**YOU WILL BE REQUIRED TO REPORT TO WORK:**

**SPECIAL INSTRUCTIONS:**

**IF YOU HAVE A CONTINUING NEED TO BE OFF WORK ON OR AFTER 9/20/20, YOU ARE TO FOLLOW YOUR DEPARTMENT/DIVISION POLICIES AND YOUR RESPECTIVE COLLECTIVE BARGAINING AGREEMENT (IF APPLICABLE).**

**Appointing Authority Signature:**

**Date:**

**For Questions, please contact:**

**Name:**

**E-mail:**

**Phone:**

**Attachment:** Employee’s FFCRA Request Form