

Clark County Schools Fact Sheet Regarding Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) is the umbrella for two types of leave

- Emergency Paid Sick Leave (EPSL)
- Expanded Family Medical Leave (EFMLA)
- Both types of leave above expire on December 31, 2020

Employees are entitled to take either of the COVID-19 leaves **only if** the employee is unable to work either in-person or telework.

Emergency Paid Sick Leave (EPSL)

Grants employees up to 2 weeks (80 hours for full-time employees or part-time employee's two-week equivalent) of paid sick leave granted through Families First Coronavirus Response Act (FFCRA)-not associated with sick leave days awarded by the district.

- a. May only be used one (1) time and days must be taken in consecutively-an employee cannot take EPSL multiple times.
- b. If employee is granted EPSL for one of the three reasons listed below, the pay will be 100% of his or her daily rate up to \$511 per day.
 - i. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. **Department of Labor Qualifying Reason 1.**
 - ii. Employee has been advised by a health care provider to self-quarantine related to COVID-19. **Department of Labor Qualifying Reason 2.**
 - iii. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis (*awaiting diagnosis and/or tested and awaiting result*). **Department of Labor Qualifying Reason 3.**
- c. If employee is granted EPSL for one of the three reasons listed below, the pay will be equivalent to 2/3 of his or her daily rate up to \$200 per day.
 - i. Employee is caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or employee is caring for an individual subject to self-quarantine based on the advice of a health care provider. **Department of Labor Qualifying Reason 4.**
 - ii. Employee is caring for his or her own child/children whose school or place of childcare has been closed, or the childcare provider is unavailable due to COVID-19 reasons. **Department of Labor Qualifying Reason 5.**
 - iii. Employee is experiencing another substantially-similar condition specified by the US Department of Health and Human Services. **Department of Labor Qualifying Reason 6.**
- d. Documentation for the reason the employee has requested the EPSL is necessary
 - i. Source of any quarantine or isolation order (copy of order), OR
 - ii. Written documentation by health care provider who has advised employee to self-quarantine, OR
 - iii. Copy of doctor's order for COVID-19 testing as well as diagnosis results required for approval, OR

- iv. If applicable, childcare provider name and/or certification/letter of unavailability due to COVID-19 related reasons.

Forms to Complete for EPSL

1. Request for Emergency Paid Sick Leave (EPSL)-COVID-19

Expanded Family Medical Leave Act (EFMLA)

Granted to employee who has been employed for at least 30 days prior to the leave request. Grants employees up to 12 weeks of paid sick leave (granted through Families First Coronavirus Response Act (FFCRA)-not associated with sick leave days awarded by the district) paid at 2/3 of his or her daily rate up to \$200 per day. ***Note only an additional 10 weeks of paid EFMLA may be granted if employee previously used 80 hours or a prorated amount of EPSL for any of the six Department of Labor Qualifying Reasons.** In this case, the first two weeks may be unpaid. In this case, the first two [2] weeks of Expanded Medical Leave is unpaid, but the employee may substitute paid leave that the employee is qualified for based on the same purpose under Board policy. Leave after [2] weeks is paid subject to limits provided by federal law.

Documentation for the reason the employee has requested the EFMLA may be necessary.

1. If applicable, childcare provider and/or certification/letter of unavailability due to COVID-19 related reasons.

Forms to Complete for EFMLA

1. Request for Expanded Family Medical Leave (EFMLA)-COVID-19

Additional Information

- The current provisions for both EPSL and EFMLA under FFCRA expire on December 31, 2020 unless extended by Congress
- The EPSL is a one-time grant for up to 10 days (80 hours) to an employee for COVID-19 related reasons-the 10 EPSL days must be used consecutively and, if unused, do not accumulate.
- If an employee is under quarantine or an isolation order multiple times, the EPSL can only be used one time.
- The EFMLA may be used intermittently however, cannot be used more than the allowable 12 weeks total (60 days).
- An employee may be allowed to take regular FMLA and EFMLA in the same school year only if the employee has been employed by the district for the previous twelve months and has met the 1200 hours worked in the previous 12 months requirement in order to qualify for regular FMLA.