



LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

QUICK REFERENCE GUIDE

EMERGENCY PAID SICK LEAVE

QUALIFYING REASONS:

EMPLOYEE:

- 1) Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 2) Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) Is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

EMPLOYEE IS CARING FOR:

- 4) An individual who is subject to a quarantine or isolation order or has been advised by a health care provider to self-quarantine.
- 5) Their child because the school or place of care of the child has been closed, or the childcare provider is unavailable, due to COVID-19 precautions.

TIME PERMITTED

Full-time employee

Up to 80 hours (10 days)

Part-time employee

Number of hours normally worked over a two-week period

PAY

For qualifying reasons (1) through (3) above:

An employee will receive pay at their regular rate up to \$511 per day and \$5,110 in total.

For qualifying reasons (4) and (5) above:

An employee will receive pay for each hour of Emergency Paid Sick Leave taken at 2/3 of the FLSA-based regular rate of pay up to \$200 per day and \$2,000 in total.

The Agency's payroll and time and attendance systems have not yet been modified to record the use of Emergency Paid Sick Leave or compensate BUEs at the rates specified under FFCRA. **In the interim, the Agency will place employees who elect to use Emergency Paid Sick Leave on excused absence at their normal rate of pay.**

TYPE OF LEAVE

Employees may elect to use CBA earned sick leave instead of Emergency Paid Sick Leave for any or all of this period.

Emergency Paid Sick Leave

- No charge to earned leave balance
- Paid at the rate specified above
- **Until the modifications are complete, employees who elect to use their Emergency Paid Sick leave may result in an overpayment triggering a debt to the U.S Government.**

Substitution with CBA Earned Sick Leave

- Charged to earned leave balance
- Paid at the BUE's regular rate of pay
- BUE's who elect to use CBA earned sick leave for qualifying reason (5) above **must** request Expanded FMLA.

INTERMITTENT LEAVE USAGE

Intermittent leave must be agreed upon by the manager and the employee. In accordance with the FFCRA MOU, such requests will not be unreasonably denied.

Non-Telework (report to worksite)

May use Emergency Paid Sick Leave intermittently for qualifying reason (5) above.

Telework

May use Emergency Paid Sick Leave intermittently for any of the above qualifying reasons.

To request Emergency Paid Sick Leave, BUEs will utilize the Families First Coronavirus Response Act (FFCRA) Leave Request Form, attached to the FFCRA MOU as Appendix 1. BUEs should provide supporting information where requested on the form. If a BUE is found not to be eligible, or their request is denied because they have already used their allotted FMLA leave, they will be notified accordingly.

Members with questions about this guidance should email FFCRA MOU Questions@natcad.org