



COLUSA COUNTY OFFICE OF EDUCATION

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Families First Coronavirus Response Act: Employee Paid Leave Rights

Due to the passage of the Families First Coronavirus Response Act (HR 6201) you may be entitled to one or more of the emergency leave benefits listed below. These provisions will be effective from April 1, 2020 through December 31, 2020. Below is a summary of the new leave benefits, but please refer to the Department of Labor official notice for more detailed information. If you have questions regarding your eligibility or benefits, please contact Human Resources at hr@ccoe.net.

EFFECTIVE APRIL 1, 2020

Public Health Emergency Paid Family Leave (leave for childcare purposes for minor children related to school (elementary or secondary) or daycare closures)

- A. Employee must have been employed for at least 30 calendar days to be eligible.
- B. Employee needs to care for their minor child due to a school or childcare closure caused by public health emergency and is unable to work or telework.

BENEFIT: Up to 12 weeks of leave. First 2 weeks (10 days) are unpaid unless other accrued leave is utilized, then 10 weeks at 2/3 pay up to a maximum of \$200/day and \$10,000 total.

Emergency Paid Sick Leave

1) Emergency Paid Sick Leave (self)

- A. Employee is unable to work or telework due to government issued quarantine or isolation order related to COVID-19.
- B. Employee has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work or telework.
- C. Employee is experiencing symptoms of COVID-19, is seeking diagnosis and is unable to work or telework.
- D. Employee is experiencing “a substantially similar condition” to COVID-19 as specified by the U.S. Department of Health and Human Services and is unable to work or telework.

BENEFIT: Up to 2 weeks leave at full pay, up to a maximum of \$511 per day and \$5110 total for reasons A-C. Up to 2 weeks leave at 2/3 pay, up to a maximum of \$200 per day and \$2000 total for reason D.

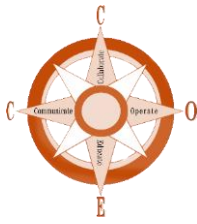
2) Emergency Paid Sick Leave (care of others)

- A. Employee is caring for an individual subject to government issued quarantine or isolation order related to COVID-19, or who is caring for an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work or telework.
- B. Employee is caring for their minor child whose school or childcare is closed or unavailable “due to COVID-19 precautions” and is unable to work or telework.

BENEFIT: Up to 2 weeks leave at 2/3 pay, up to a maximum of \$200 per day and \$2000 total. May be used to provide pay during the first 2 weeks of unpaid Public Health Emergency Leave.

IMPORTANT NOTES:

- Emergency Paid Sick Leave (self) and Emergency Paid Sick Leave (care of others) combined may not exceed 2 weeks total. Please note that full-time employees get 2 weeks (80 hours) of Emergency Paid Sick Leave; part-time employees get a prorated amount.
- The 12 weeks of Public Health Emergency Paid Family Leave is subject to the FMLA limits of 12 workweeks annually. These laws do not entitle you to an additional 12 workweeks of leave if you have already exhausted your leave for this year. Similarly, if you utilize this leave now, it will reduce your available leave for the next 12 months.
- These emergency benefits will be applied before the employee’s regular leave accruals are used.



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Families First Coronavirus Response Act Leave Request

Employee Name	Job Title/Work Location
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Type of Request: Select all that apply

Public Health Emergency Paid Family Leave **Dates of leave** _____ **to** _____

- A. Employee must have been employed for at least 30 calendar days to be eligible.
- B. Employee needs to care for their minor child due to a school or childcare closure caused by public health emergency and is unable to work or telework.

Emergency Paid Sick Leave (self) **Dates of leave** _____ **to** _____

- A. Employee is unable to work or telework due to government issued quarantine or isolation order related to COVID-19.
- B. Employee has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work or telework.
- C. Employee is experiencing symptoms of COVID-19, is seeking diagnosis and is unable to work or telework.
- D. Employee is experiencing "a substantially similar condition" to COVID-19 as specified by the U.S. Department of Health and Human Services and is unable to work or telework.

Emergency Paid Sick Leave (care of others) **Dates of leave** _____ **to** _____

- A. Employee is caring for an individual subject to government issued quarantine or isolation order related to COVID-19, or who is caring for an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work or telework.
- B. Employee is caring for their minor child whose school or childcare is closed or unavailable "due to COVID-19 precautions" and is unable to work or telework.

My signature below assures that I meet the criteria listed above and qualify for Emergency Paid Leave, as I am unable to work at either an assigned work site or in a remote assignment (telework) offered by Colusa County Office of Education (CCOE). Furthermore, I understand that my employer will require verification of reasons stated for this request. Misuse of this leave is grounds for disciplinary action and CCOE may require repayment of leave benefits.

Signature	Date
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For Human Resources use only below this line

Eligibility verified by: _____ Date: _____

Qualifies for _____ hours days at 2/3 pay

Qualifies for _____ hours days at full pay

Qualifies for _____ days up to \$200 per day

Qualifies for _____ days up to \$511 per day

Does not qualify. Reason: _____

Completed copy to Employee and Payroll

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">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 related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20