**Emergency Paid Sick Leave for COVID-19**

**Effective Date:** [XX/XX/XXXX]

**Revision Date:** [XX/XX/XXXX]

Under the federal Families First Coronavirus Response Act (FFCRA), employees may be entitled to emergency paid sick leave in certain situations related to the coronavirus disease of 2019 (COVID-19). The FFCRA took effect on April 1, 2020 and expires on December 31, 2020.

**Basic Leave Entitlement:**

Full-time employees are entitled to up to 80 hours of paid sick leave. Part-time employees are entitled to paid sick leave in the amount of the average number of hours they work over a two-week period.

**Use of Emergency Paid Sick Leave:**  
Employees are entitled to use the leave when they are unable to work (or telework) because of the following reasons:

* The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 or is caring for an individual who is subject to such an order.
* The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 or is caring for an individual who has been advised to self-quarantine.
* The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
* The employee is caring for a son or daughter if their school or place of care has been closed, or their childcare provider is unavailable, due to COVID-19 precautions.
* The employee is 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.

For leave to take care of an individual in quarantine, isolation, or self-quarantine, the individual must be an employee's immediate family member, a person who regularly resides in the employee's home, or someone with whom the employee cares for. An employee may take emergency paid sick leave under this provision if the individual depends on the employee to care for them and is either:

* Subject to a quarantine or isolation order (as defined); or
* Has been advised to self-quarantine by a health care provider because of a belief that the individual has, or may have, COVID-19, or is particularly vulnerable to COVID-19.

**Note:** Employees won’t be required to use other paid leave provided by [Company Name] before they use emergency paid sick leave available under the FFCRA. Additionally, employees won’t be requiredto find a replacement to cover their hours during time off.

**Pay During Leave:**

During the sick leave provided by this policy, employees will generally be paid their regular rate of pay or the applicable minimum wage, whichever is higher, up to a maximum of $511 per day (and a total of $5,110). However, leave to care for an individual on quarantine/isolation/self-quarantine or a child whose school or daycare is closed or childcare provider unavailable will be compensated at 2/3 of the employee’s regular rate of pay, up to a maximum of $200 per day (and a total of $2,000).

**Employee Documentation:**

Prior to taking emergency paid sick leave under the FFCRA, an employee must provide documentation containing the:

* Employee's name;
* Date(s) for which leave is requested
* Qualifying reason for the leave; and
* Oral or written statement that the employee is unable to work because of a qualified reason.

Additional documentation is required depending on the reason for the need for leave:

* For a quarantine or isolation order, the employee must also provide the name of the government entity that issued the order.
* If a healthcare provider advised self-isolation, the employee must also provide the name of the healthcare provider.
* To care for a son or daughter, an employee must also provide the name of the son or daughter; the name of the school, place of care, or child care provider that has closed or become unavailable; and a statement that no other suitable person will be caring for the son or daughter during the period for which the employee takes leave under the FFCRA.

[Company Name] may also request an employee to provide additional material needed to support a request for tax credits pursuant to the FFCRA.

**Job Restoration:**

Upon expiration of the leave under this policy, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

**Retaliation Prohibited:**

[Company Name] will not take adverse action against an employee for exercising their rights under the law.

If you have questions about this policy, contact your supervisor or the [HR Contact Title].