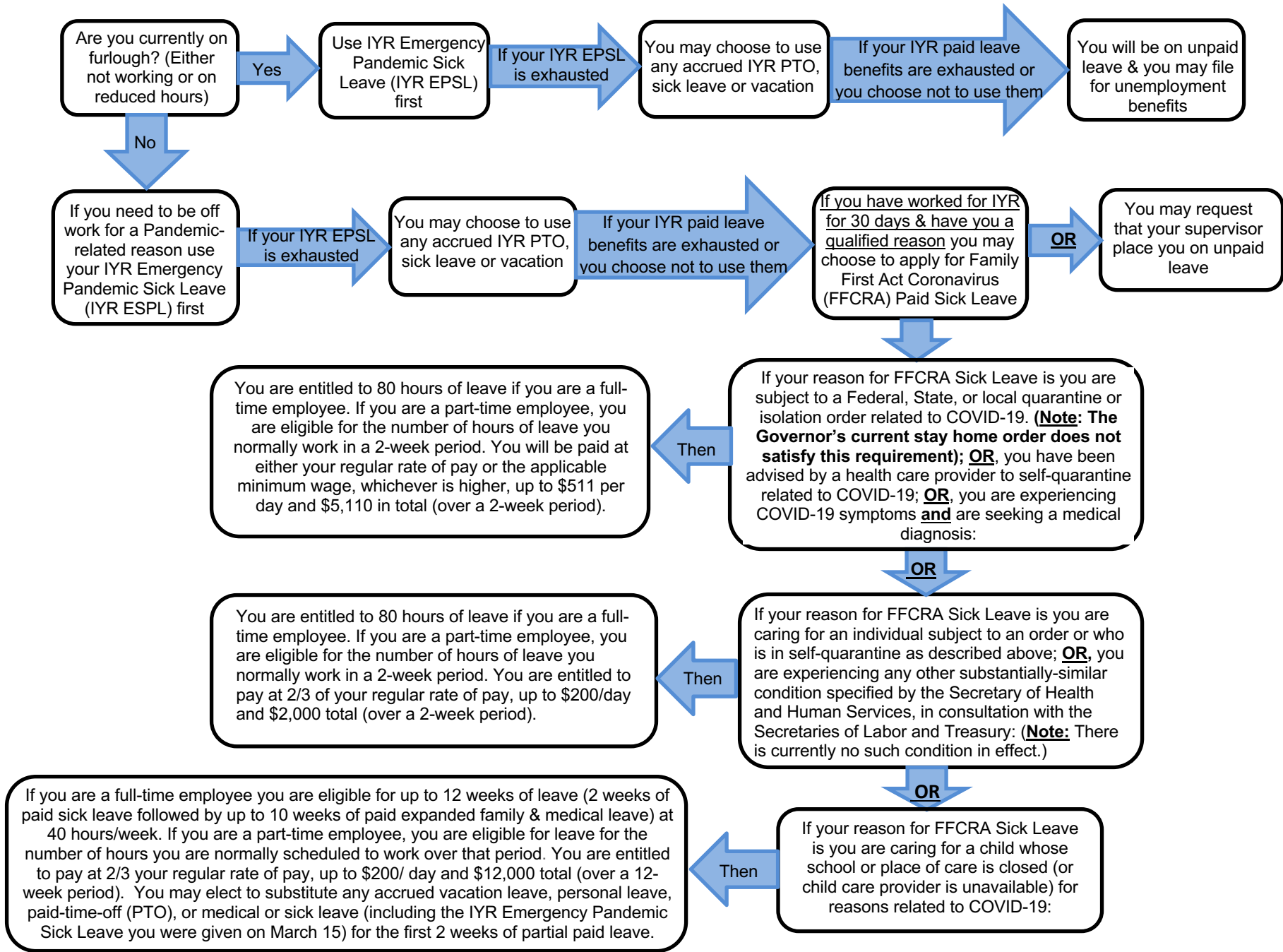


Flowchart of IYR Employee Paid Leave Options



Are you currently on furlough? (Either not working or on reduced hours)

Yes

Use IYR Emergency Pandemic Sick Leave (IYR EPSP) first

If your IYR EPSP is exhausted

You may choose to use any accrued IYR PTO, sick leave or vacation

If your IYR paid leave benefits are exhausted or you choose not to use them

You will be on unpaid leave & you may file for unemployment benefits

No

If you need to be off work for a Pandemic-related reason use your IYR Emergency Pandemic Sick Leave (IYR EPSP) first

If your IYR EPSP is exhausted

You may choose to use any accrued IYR PTO, sick leave or vacation

If your IYR paid leave benefits are exhausted or you choose not to use them

If you have worked for IYR for 30 days & have you a qualified reason you may choose to apply for Family First Act Coronavirus (FFCRA) Paid Sick Leave

OR

You may request that your supervisor place you on unpaid leave

You are entitled to 80 hours of leave if you are a full-time employee. If you are a part-time employee, you are eligible for the number of hours of leave you normally work in a 2-week period. You will be paid at either your regular rate of pay or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in total (over a 2-week period).

Then

If your reason for FFCRA Sick Leave is you are subject to a Federal, State, or local quarantine or isolation order related to COVID-19. (Note: The Governor's current stay home order does not satisfy this requirement); OR, you have been advised by a health care provider to self-quarantine related to COVID-19; OR, you are experiencing COVID-19 symptoms and are seeking a medical diagnosis:

OR

You are entitled to 80 hours of leave if you are a full-time employee. If you are a part-time employee, you are eligible for the number of hours of leave you normally work in a 2-week period. You are entitled to pay at 2/3 of your regular rate of pay, up to \$200/day and \$2,000 total (over a 2-week period).

Then

If your reason for FFCRA Sick Leave is you are caring for an individual subject to an order or who is in self-quarantine as described above; OR, you are experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury: (Note: There is currently no such condition in effect.)

OR

If you are a full-time employee you are eligible for up to 12 weeks of leave (2 weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours/week. If you are a part-time employee, you are eligible for leave for the number of hours you are normally scheduled to work over that period. You are entitled to pay at 2/3 your regular rate of pay, up to \$200/day and \$12,000 total (over a 12-week period). You may elect to substitute any accrued vacation leave, personal leave, paid-time-off (PTO), or medical or sick leave (including the IYR Emergency Pandemic Sick Leave you were given on March 15) for the first 2 weeks of partial paid leave.

Then

If your reason for FFCRA Sick Leave is you are caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19: