**FFCRA – EMERGENCY SICK LEAVE**

The Company provides eligible employees with emergency paid sick leave under certain conditions.

**Eligibility**All employees are eligible for emergency paid sick leave.

**Reason for Leave**You may take emergency paid sick leave if you are unable to work (or work from home) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

**Duration**

* Full time employees are eligible for 80 hours of leave.
* Part-time employees are eligible for the number of hours they work, on average, over a two-week period.

**Compensation**

* Leave will be paid at an employee's regular rate of pay, subject to a limit of $511 per day and $5,110 in total, when leave is taken for reasons 1, 2, or 3.
* Leave will be paid at 2/3 of an employee's regular rate of pay, subject to a limit of $200 per day and $2,000 in total. where leave is taken for reasons 4, 5, or 6.

**Leave Rules**

* You may elect to use emergency paid sick leave before using any other accrued paid leave.
* Leave provided by the Company prior to April 2, 2020 will not count against your FFCRA leave .
* Emergency paid sick leave cannot be carried over after December 31, 2020.

**Requesting Leave**If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

**Retaliation**The Company will not retaliate against employees who request or take leave in accordance with this policy.

**Expiration**This policy expires on December 31, 2020.