



Policy Title		
Families First Coronavirus Response Act		
Control Number	Policy Date	Revision Date
HR054	04/01/20	New

Effective Period

April 1, 2020 through December 31, 2020

Statement of Compliance

It is the responsibility of Scotland County to comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA) and ensure the health and safety of employees and the public. The FFCRA provides employees with Emergency Paid Sick Leave and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020.

Scope

All Scotland County employees.

Exclusions:

The Families First Coronavirus Response Act excludes first responders from coverage. Scotland County's First Responders are defined as Law Enforcement Officers, Detention Officers, Emergency Medical personnel, 911 Telecommunicators, all Public Health personnel, Child Welfare workers, as well as all Public Works personnel. This exclusion includes individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operations of the facility. This exclusion will apply to Emergency Family Medical Leave and reasons 4b, and 5 Emergency Paid Sick Leave only.

All employees will be eligible for Emergency Paid Sick Leave for reasons 1-4a as shown in Section 1(a).

Emergency Paid Sick Leave (EPSL)

1(a) Emergency Paid Sick Leave (EPSL) – Full Pay

Emergency paid sick leave at Full Pay will be available for an employee who is unable to work or work remotely because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine because they are infected with, or have been exposed to, or they are at high risk of complications from COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. a. The employee is caring for a spouse, child, or parent subject (or advised) to quarantine or isolation for COVID-19 related reasons.

Maximum is up to \$511 per day, \$5,110 total.



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1(b) Emergency Paid Sick Leave (EPSL) – 2/3 Pay

- 4. b. The employee is caring for an individual other than spouse, child, or parent subject (or advised) to quarantine or isolation for COVID-19 related reasons.
- 5. The employee is caring for a dependent child whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions.

Maximum is up to \$200 per day, \$2,000 total

Eligibility for EPSL

All employees, regardless of their tenure with the organization, with full-time or part-time status are eligible to receive this benefit.

Paid Benefits for EPSL

Eligible employees will receive up to two weeks of paid sick leave.

- Full-time employees: 2 full weeks of work up to 80 hours at their regular rate of pay.
- Part-time employees: the number of hours that the employee works, on average, over a two-week period.

Return to Work Following EPSL

Employees are required to follow guidelines established by the Centers for Disease Control and Prevention as it relates to ceasing home isolation practices as follows:

- A. It must have been at least 7 days since you first had symptoms, and;
- B. You have been without fever for 3 days (72 Hours) without any medicine for fever, and;
- C. Your symptoms have improved.

In addition, a Return to Work Authorization form signed by the healthcare provider will be required prior to return to work. This documentation is also available through Teledoc.

Emergency Family Medical Leave Expansion Act (EFMLA)

Employees will be entitled to take up to 12 weeks of job-protected leave if an employee is unable to work or (telework) due to caring for their dependent child because the school is closed or paid childcare provider is unavailable due to a COVID-19. This is an additional temporary enhancement of regular FMLA and any leave taken under this new provision will count against the 12 weeks of leave available in a 12-month period for any of the qualifying reasons for taking FMLA.

Eligibility for EFMLA



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Under this policy, full-time and part-time employees who have been employed for at least 30 days, prior to taking the leave, are eligible.

Paid Benefits for EFMLA

The EFMLA provides for a combination of unpaid and paid leave.

- The first 10 days of EFMLA may be unpaid. An employee may substitute Emergency Paid Sick Leave (EPSL) or their own accrued paid leave to cover the unpaid portion during the 10-day unpaid period.
- After the 10 days of unpaid leave (or EPSL), employees are entitled to 10 weeks of job-protected leave at 2/3's their usual pay.

Maximum is up to \$200 per day, \$10,000 total

Note: Employees may supplement the 2/3's pay for both EPSL and EFMLA with their own accrued paid leave.

Notification of Leave Request

Employees should request their need for emergency paid leave as soon as possible, by notifying their immediate supervisor or HR department contact. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Sufficient information must be given regarding the reason for an absence in order to determine the appropriate type of leave.

Certification of Leave

Employees will generally not be required to submit paperwork to certify their need for leave, so as not to place additional burdens on our medical community during this pandemic. However, Scotland County reserves the right to request documentation when circumstances warrant.

Approval of Leave Requests

All requests for leave under the Families First Coronavirus Response Act will be subject to the approval of the Department Head, or their designee.