

EMPLOYEE LEAVE GUIDELINES FOR CORONAVIRUS RELATING ABSENCES

Updated Jan. 15, 2021

As part of the Families First Coronavirus Response Act (FFCRA), paid leave is available to employees who meet certain criteria related to the coronavirus pandemic.

Emergency Paid Sick Leave Act (EPSLA) provides paid leave to an employee who is unable to work or telework because of COVID-19.

- Full-time employees are eligible for 10 days (80 hours) of leave at their regular rate of pay if they are:
 - Subject to quarantine or isolation order issued by federal, state, or local authorities (The 7-day quarantine period will not be covered by the Emergency Paid Sick Leave Act or Emergency Family Medical Leave Expansion if a staff member elects to leave .);
 - Advised to self-quarantine by a health care provider; or
 - Experiencing symptoms of COVID-19 and seeking a medical diagnosis.

- Employees are eligible for up to \$200 per day (\$2000 total) when leave is taken to:
 - Care for an individual subject or advised to quarantine or isolate, or
 - Care for a son or daughter if school or place of care is closed or childcare provider is unavailable due to COVID-19.

Emergency Family Medical Leave Expansion (EFMLEA) allows eligible employees to access up to 12 weeks of leave if the employee is unable to work due to the need to care for a minor son or daughter if the school facility or child care is closed due to the public health emergency. To qualify for EFMLE, the employee must work for the district for 30 days and still have available FMLA for the year. The first two weeks are unpaid. The remaining 10 weeks are available at two-thirds of the employee's regular rate, up to a maximum of \$200 per day, or \$10,000 total.

Employees must complete a Leave Request Form for EPSL/EFML. The forms are available at the Human Resources Office. Please email the HR Office at tduncan@wsisd.net for a form.

Each of these leave types has conditions and restrictions. Please contact the Human Resources Department with questions at 817-367-5343 or tduncan@wsisd.net.

If the conditions are not met for an employee to qualify for EPSL or EFML, the employee can still access the regular leave types if available. Notwithstanding the leaves listed above, employees will be required to attend work as scheduled.

Employees that test positive for COVID-19 or believe that they have been exposed to someone who is positive for COVID-19 must report the positive test result or belief of possible exposure to their immediate supervisor and the Human Resources Department. Any medical information disclosed by any employee as part of this process will be treated as confidential.