

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

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| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

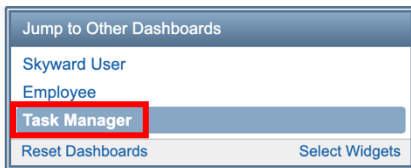


FFCRA Leave Application Tutorial

In order to request time off under the Families First Coronavirus Relief Act (FFCRA), log on to Skyward- Employee Access and submit the FFCRA Leave Application. Once your completed custom form is received and reviewed, you will receive notification by email (to your JSD email account) within three (3) business days regarding your eligibility.

1. Log in to your [Skyward Employee Access](https://skyfin.jordan.k12.ut.us/scripts/wsisd.dll/WService=wsFin/seplog01.w) or paste this into your web browser.
<https://skyfin.jordan.k12.ut.us/scripts/wsisd.dll/WService=wsFin/seplog01.w>
(If you do not know your login and/or password, contact the Information Systems Help Desk at 801-567-8737.)

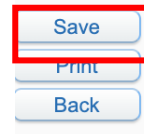
2. Select "Task Manager" under the Jump to Other Dashboards widget.



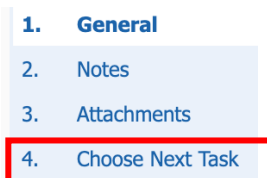
3. Under "Task Processes" select "FFCRA Leave Application."



4. Open the FFCRA Leave Application form and review the information. Fill in all required fields then click the "Save" button.



5. Click the "Next" button and enter Notes as appropriate.
6. Click the "Next" button until you reach the final step "Choose Next Task." Click the "FFCRA Leave Approval" button to submit the FFCRA Leave Application. An email will be sent to your District email account confirming the FFCRA Leave Application submission.



Questions regarding FFCRA leave should be directed to the HR Generalist at 801-567-8249. If you need assistance, contact the Administrative Assistant at your location or the HR Generalist.