I. AUTHORITY


II. PURPOSE

To provide up to 80 hours of paid leave to all full-time employees who need to miss work and are unable to telework because of illness or quarantine, or to care for family members who are ill, quarantined, or are children under the age of 18 without school or child care because of the COVID-19 pandemic. Part-time employees are also entitled to two weeks pro rata paid leave. This mandatory paid leave is in addition to any other paid leave already provided to such employees and is capped at a maximum of $511 per day where the employee him or herself is ill or quarantined and $200 per day if the leave is necessary to care for a family member.

III. DEFINITION:

1. Part time employee: An employee who works less than 40 hours a week.
2. Full time employee: An employee who works 40 hours or more per week.
3. Emergency Paid Sick Leave (“ESPL”): Up to 80 hours of paid leave provided to all full-time employees who need to miss work and are unable to telework because of illness or quarantine, or to care for family members who are ill, quarantined or are children under the age of 18 without school or child care because of the COVID-19 pandemic. Part-time employees are also entitled to two weeks pro rata paid leave. This mandatory paid leave is in addition to any other paid leave already provided to such employees and is capped at a maximum of $511 per day where the employee him or herself is ill or quarantined and $200 per day if the leave is necessary to care for a family member.
4. Additional/Other Paid Leave: Other accrued leave including annual leave, sick leave, personal leave and comp time.
6. Emergency Paid Sick Leave Absence: An approved absence for an employee who is the primary caregiver for up to 80 hours or 10 workdays to care for a family member who is ill.
7. Primary Caregiver: An eligible employee who is primarily responsible for the care and nurturing of the employee’s family member who is ill. Part-time employees are also entitled to two weeks pro rata paid leave.
8. Eligibility: All employees are eligible for EPSL immediately upon hire, and may not be required to use other paid leave before using EPSL.

IV. EMERGENCY PAID SICK LEAVE REASONS

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 due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
5. The employee is caring for a son or daughter of such an employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

V. CALCULATION OF PAY

1. For reasons 1, 2, or 3 above, employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to $511 per day and $5,110 in the aggregate (over a 2 week period).

2. For reasons 4 or 6 above, employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $2,000 in the aggregate (over a 2 week period).

3. For reason 5 above, employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $12,000 in the aggregate (over a 12 week period—two weeks of paid sick leave followed by 10 weeks of paid expanded family and medical leave. (See Expanded Family and Medical Leave Guidelines)