

Families First Coronavirus Response Act (FFCRA)

Effective April 1, 2020 - December 31, 2020

Emergency FMLA

Emergency Family and Medical Leave Expansion Act

Employees- PLEASE be sure to review both flow charts for eligibility.

Please note:

*Health Care Providers and Emergency First Responders as defined are exempt (see attachment for defined positions).

*Part-time employees' pay eligibility will be based on their regular hours worked per week -or if variable- the average hours worked in the preceding 6 months.

*Please move to the EPSLA chart for review as well, as you may be eligible.

Job restoration at end of Emergency FMLA

START HERE

At the time of leave, you have worked more or less than 30 days?

MORE

Reason for being away from work

Unable to work or telework due to care of child under age 18 because of school or childcare facility closure or the child care provider is unable due to public health emergency

LESS

EFMLEA does not apply

ANY OTHER REASON

EFMLEA does not apply (be sure to review the EPLSA flow chart too)

Up to 10 weeks (paid at 66.67% of EE's regular rate of pay)

*Note: Pay cannot be supplemented by benefit time.

The first 10 days (unpaid)

Pay capped at \$200/day (or \$10,000 in aggregate).

May use emergency paid sick leave OR any eligible paid time off.

Pay capped at \$12,000 in aggregate for entire 12 week period.

Emergency FMLA

Up to 12 weeks of job protected leave (previous FMLA taken in 2020 would reduce this eligible time & any time taken during this period would apply to the total FMLA time for the year.)



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Emergency Paid Sick Leave: EPLSA

Employees- PLEASE be sure to review both flow charts for eligibility.

Please note: Full-time employees will be eligible for 80 hours of EPLSA. For part-time employees, the hour entitlement is pro-rated based upon the employees' regular hours of work. For employees with a variable work schedule, the average bi-weekly hours of work over the preceding 6-month period will be utilized.

Health Care Providers and Emergency First Responders as defined are exempt for items 3-6 in the box labeled "Unable to work or telework due to" (see attachment for defined positions).

START HERE

Reason for being away from work

ANY OTHER REASON

EPLSA does not apply (be sure to review EFMLEA flow chart to too)

Unable to work or telework due to:

1. Employee is quarantined or isolated by Federal, State, or local order
2. Employee advised by health care professional to self-quarantine due to concerns related to COVID-19
3. Employee is experiencing symptoms of COVID-19 and seeking medical diagnosis
4. Employee is caring for an individual subject to quarantine or isolation by Federal, State, or local order or by direction of health care professional
5. Employee is caring for child because of school or childcare facility closure
6. Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with Secretary of Treasury and Secretary of Labor

Reasons 1-3

Paid at 100% of EE's regular rate of pay
Pay capped at \$511/day or \$5,110 in aggregate

Reasons 4-6

Paid at 66.67% of EE's regular rate of pay
Pay capped at \$200/day or \$2,000 in aggregate

Emergency Paid Sick Leave

Up to 80 hours (prorated amount for part-time employees)

Emergency Paid Sick Leave is in addition to any other employer-provided paid time off

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Defined Exemptions

Defined Exempt Positions: Consistent with the Act and upon expanded definitional guidance provided by the U. S. Department of Labor, **employees in the following “health care provider” and “emergency responder” positions are excluded from eligibility for this benefit.** This list may continue to be modified by the County Administrator as determined necessary.

- Sheriff’s Office: All positions in all divisions or sections of the department.
- Medical Examiner’s Office: The Medical Examiner and Deputy Medical Examiners.
- The County Administrator and Department Heads.
- Health and Human Services (HHS): All positions listed below.

Deputy Director- HHS	HS Manager - Behavioral Health,	HS Manager - Children & Families	HS- Manager- Long Term Care
HS Supervisor- Access/ Initial Assessment	HS Manager- Public Health	HS Supervisor - Behavioral Health Case Management	
HS Supervisor - Behavioral Health	HS Supervisor - CPS on-going	HS Supervisor - Crisis Intervention	HS Supervisor - Public Health
HS Supervisor - Aging and Nutrition	HS Supervisor - Fiscal Support	HS Supervisor - Compliance and Medical Records	
HS Supervisor – Children and Families, Youth Justice	Receptionist/Clerk	HS Supervisor - WIC	Finance Senior Accountant
Nutrition Site Worker	Administrative Assistant	Administrative Clerk III	Physician Support Assistant
Accounting Clerk	RN- Public Health	Child and Family Case Aide	Nutrition Lead Worker
Aging Services Case Manager	Prevention Specialist	Birth to Three Service Coordinator	Birth to Three Teacher
Dementia Care Specialist	Crisis Case Manager	PH Specialist	WIC Nutritionist
Behavioral Health Case Manager	RN-Mental health	Children and Families Case Manager	Crisis Intervention Specialist
Behavioral Health Clinician	Physical Therapist	Crisis Intervention Lead Worker	Occupational Therapist
Speech Therapist		HS Manager - Administrative Services	

- Lakeland Health Care Center: All positions in all divisions or sections of the Lakeland Health Care Center.
- Information Technology: All positions in all divisions or sections of the department.
- Finance: All positions in all divisions or sections of the department.
- Human Resources: All positions in all divisions or sections of the department.
- Department of Public Works: All positions in all divisions or sections of the department, including facilities management.

Please note: All exclusions apply to EFMLEA. Exclusions for EPLSA do not apply IF the employee is unable to work (or tele-work, as per above), because (1) the employee is subject to a federal, State or local quarantine or isolation order relative to the COVID-19 virus and (2) the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. [Please see Administrative Procedure 4-493].