Sample Coronavirus Leave Policy

The Company takes the health and safety of our employees very seriously. As such, it is very important that if you are experiencing any symptoms (i.e., fever, cough or shortness of breath) of COVID-19 that you notify your supervisor and stay home.

We request that sick employees not return to work until the criteria to discontinue home isolation are met, in consultation with the employee's healthcare provider. Employees who are well but have a sick family member at home with COVID-19 or who have problems making childcare arrangements due to COVID-19 school or caregiver closures should notify their supervisor immediately.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA) provides employees with Emergency Paid Sick Leave (EPSL) and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic from April 1 through December 31, 2020.

Emergency Paid Sick Leave (EPSL)

Emergency Paid Sick Leave shall be made available to employees of the Company who are unable to work or work remotely because:

* The employee (or individual employee is needed to care for) is subject to a federal, state or local quarantine or isolation order related to COVID-19.
* The employee (or individual employee is needed to care for) has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
* The employee is experiencing symptoms of COVID-19.
* The employee is caring for a son or daughter whose school or place of care has been closed or the childcare provider of such child is unavailable due to COVID-19 precautions.

All employees, regardless of length of service with the Company are eligible to receive up to two weeks of paid sick leave.

An employee using sick leave for reasons related to his or her own isolation or care, shall be paid his or her regular rate of pay for the time absent, up to a maximum of $511 per day ($5,110 for the leave). An employee using sick leave for purposes of caring for a child or other family member shall be paid up to 2/3 of his or her regular rate of pay, up to $200 per day ($2,000 for the leave period).

Part-time employees are eligible for the number of hours of leave that the employee works on average over a two-week period.

**NOTE:** Each full-time employee is eligible for a maximum of 80 hours of paid sick leave (each part-time employee is eligible to receive a maximum of two times his or her average weekly hours worked). Therefore, an employee may not take paid sick leave to care for an individual other than themselves and then take additional sick leave if he or she contracts the virus.

Emergency Pay Family and Medical Leave (EFMLA)

Employees shall be entitled to at least 30 days – up to 12 weeks – of job-protected paid leave if the employee is unable to work (or telework) due to the need for leave to care for a son or daughter under 18 whose school or place of care was closed, or the childcare provider is unavailable, due to a COVID-19 public health emergency. Full- and part-time employees that have been on the Company's payroll for a minimum of 30 days are eligible.

Under the EFMLA, the first two weeks of the EFMLA period are unpaid. However, an employee may choose to use existing sick time, PTO and/or vacation time under the Company's policy during this two-week period. If the reason for the leave is related to caring for a child, the employee may use the two weeks of EPSL provided under the act during the unpaid period. For the remaining 10 weeks of the period, an employee shall be paid at 2/3 of his or her regular pay, up to $200 per day ($10,000 per leave period).

Notification Requirements

An employee shall submit his or her need for leave as soon as possible, by notifying his or her immediate supervisor and/or the Company's Human Resources Director. Reasonable notice for foreseeable uses, such as needing leave for school closures/childcare, is required. A request form is available from the Human Resources Department, which will indicate the reason for the leave and the date that leave will commence. If the need for leave is unforeseeable, notification must be within 24 hours of the employee's learning of his or her need for leave under the FFCRA. If you are incapacitated, simply calling in "sick" will not be sufficient notification. If you are incapacitated, your representative should give verbal notice as soon as practicable. You, or your representative, must provide sufficient information regarding the reason for the absence for the Company to know to the protections and benefits for which you qualify.

Benefit Continuation

Coverage under the Company's group health insurance plan will continue while an employee is on leave. However, the employee must continue to pay his or her applicable portion of the premium. Other benefits of employment *{insert listing here}* shall continue during the leave provided the employee continues to pay any required contributions. Payment arrangements will be discussed at the time the need for leave is communicated.

Certification for Leave

The Company will require verification of the qualifying reason for the leave. An eligible employee should be prepared to provide documentation, such as a copy of any quarantine or isolation order, or written note by a healthcare provider advising the employee to self-isolate or quarantine; or notice of closure of school or childcare provider.

The Company understands that requesting such documentation might place additional burdens on the medical community already stretched thin in dealing with the pandemic. As such, if you are unable to obtain the requested documentation, the Company requires you to provide the name, address and telephone number of your treating healthcare provider. The Company also reserves the right to request additional information from your healthcare or childcare provider, as applicable, in situations where there is reasonable doubt as to the veracity of the need for leave.

Intermittent Leave

Intermittent leave shall only be available for reasons related to caring for a child whose school or place of care is closed. For employers working on the premises, the Company and employee shall determine a mutually agreed upon schedule.

For employees working offsite, intermittent leave will be permitted if the employee is unable to work his or her normal work schedule. The Company and employee shall determine a mutually agreed upon schedule, which will provide the least amount of disruption to the employee's job.

For EFMLA purposes, the total amount of leave taken shall not exceed the 12 weeks as defined earlier in this policy.

Interaction with Other Laws

If an employee qualifies for leave under both the EFMLA and the Family and Medical Leave Act (FMLA) during the applicable 12-month period, the time will run concurrently. An employee may only take a total of 12 weeks of leave under the EFMLA or FMLA (except for qualifying military exigency leave of 26 weeks under the FMLA). Your rights and responsibilities for FMLA leave are explained in the Company's Family and Medical Leave Policy.

Rights Upon Return from Leave

An employee who takes leave under this policy may be reinstated to the same job or an equivalent position upon completion of the leave.

An employee may be affected by a layoff, reorganization, furlough, change in job duties or other change in employment just as though the employee had been actively employed at the time the changes occurred.