



FAQ Sheet Concerning Emergency Paid Sick Leave Under FFCRA

What constitutes as an “Order” related to COVID-19?

An, order by the Federal, State, or local government.

How many hours of paid sick leave can be taken?

Full-time employees (those who are regularly scheduled to work 37.5 or 40 hours per week) are entitled to 80 hours or 10 days of paid leave. The Emergency Paid Sick Leave Act requires that paid sick leave be provided for the hours the employee would have been normally scheduled to work even if that is more than 37.5 or 40 hours in a week. For example, an employee who is scheduled to work 50 hours a week may take 50 hours of paid sick leave in the first week and 30 hours of paid sick leave in the second week. In any event, the total number of hours paid under the Emergency Paid Sick Leave Act is capped at 80.

Is paid sick leave under the Emergency Paid Sick Leave Act paid at my regular rate of pay?

It depends on the reason for leave. If leave is taken for one of the following reasons, the employee is paid their regular rate of pay up to \$511.00 per day or \$5,110 in the aggregate:

- The employee is subject to a Federal, State, or local quarantine or isolation orders related to COVID–19.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
- The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.

If leave is taken for any other eligible reason (as follows), the employee is paid 2/3 of the employee’s regular rate of pay up to a maximum of \$200 per day and \$2,000 in the aggregate:

- The employee is caring for an individual who is subject to an order as described in (1) or has been advised as described in (2) above.
- The employee is caring for his or her son or daughter whose school or place of care is closed (or the childcare provider is unavailable) due to COVID–19 precautions.
- 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.

Employees can use any accrued leave to supplement leave taken pursuant to the Emergency Paid Sick Leave Act up to their regular salary rate.

Can I take paid sick leave intermittently under the Emergency Paid Sick Leave Act?

Yes, leave under the Emergency Paid Sick Leave Act can be taken on an intermittent basis.

Are part-time employees entitled to the same amount of leave?

Part-time employees, including employees in part-time FTE positions, are entitled to paid leave for the number of hours equal to the number of hours that such employee works, on average, over a two-week period.

Does paid sick leave under the Emergency Paid Sick Leave Act carry-over to the next year?

No. Leave may be used at any time between April 1, 2020, and Dec. 31, 2020, but paid leave provided under the Act does not carry over from year to year.

If an employee has other forms of accrued leave, can the District require them to use those forms of leave first?

No, the District may not require an employee to use other paid leave before the employee uses paid leave under this Act. The employee may, however, choose to use other paid leave available prior to or instead of the leave provided under the Act.

Is Emergency Paid Sick Leave taken under FFCRA PSERS creditable?

No.