Use Emergency Paid Sick Leave (up to 80 hours or part-time equivalency)

Employee unable to work onsite or remotely due to COVID-19 related reason

WHEN

WHY

1. Employee - federal/state/local quarantine order
2. Employee – health care provider self-quarantine order
3. Employee – experiencing COVID-19 symptoms AND seeking medical diagnosis
4. Care of others - quarantine or isolation order
5. Care of employee’s child - school closure or unavailable childcare due to health emergency (Weeks 1 – 2)

6. Employee – substantially similar condition specified by Secretary of Health and Human Services

IF ADDITIONAL TIME IS NEEDED

#1-4 OR #6

Request Other Paid Emergency Leave Through Appropriate Director/VP

IF ADDITIONAL TIME IS NEEDED #5 ONLY

Use Emergency Family Medical Leave (EFML) up to 10 additional weeks

• You have been employed for at least 30 calendar days; and
• You have not utilized all 12 weeks of regular FMLA since 9/1/19; and
• You are not able to work on site or remotely due to a bona fide need for leave to care for your child (under 18 years of age), whose school or childcare provider is closed/unavailable for reasons related to COVID-19.