

Extended Emergency Paid Sick Leave for COVID-19

CITY OF DIAMONDHEAD

Effective Date: 01/01/2021

The City of Diamondhead will voluntarily extend the Families First Coronavirus Response Act (FFCRA) for employees who have not previously used the FFCRA leave. Some employees may be eligible for extended emergency paid sick leave in certain situations related to COVID-19 through March 31, 2021. This is an extension of the mandatory Families First Coronavirus Response Act (FFCRA) that expired on December 31, 2020 and is now voluntarily extended by the City of Diamondhead to March 31, 2021.

Basic Leave Entitlement:

Full-time employees may use up to 80 hours of paid sick leave dependent on their hours worked over a 6-month period. Part-time employees may use paid sick leave in the amount of the average number of hours they work over a two-week period.

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State or local government order or advice of health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two week (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State or local government order or advice of health care provider), or care for a child (under 18 years of age) whose school, or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. To be eligible for this leave, an employee must be employed with the City of Diamondhead for at least 30 days prior to requesting leave.

Use of Emergency Paid Sick Leave:

Employees may use the leave when they are unable to work (or telework) because of the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 or is caring for an individual who is subject to such an order.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19
3. is caring for an individual who has been advised to self-quarantine.
4. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

5. The employee is caring for a son or daughter if their school or place of care has been closed, or their childcare provider 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.

For leave to take care of an individual in quarantine, isolation, or self-quarantine, the individual must be an employee's immediate family member, a person who regularly resides in the employee's home, or someone whom the employee cares for on a regular basis. An employee may take emergency paid sick leave under this provision if the individual depends on the employee to care for them and is either:

- Subject to a quarantine or isolation order (as defined); or
- Has been advised to self-quarantine by a health care provider because of a belief that the individual has, or may have, COVID-19, or is particularly vulnerable to COVID-19.

Note: Employees won't be required to use other paid leave provided by the City of Diamondhead before they use emergency paid sick leave available under this policy, however, normal leave policies of the City of Diamondhead will be applicable upon the exhaustion by the employee or expiration of this policy whichever occurs first.

Duration of Leave:

For reasons (1) – (4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that employee works on average over a two-week period.

For reason (5): a full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Pay During Leave:

For leave reasons (1), (2), and (3): employees will be paid their regular rate of pay or the applicable minimum wage, whichever is higher, up to a maximum of \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reason (4) and (6); 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).

For leave reason (5): 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 up to 10 week of paid expanded family and medical leave.

Employee Documentation:

As soon as practical, an employee taking leave must provide documentation containing the:

- Employee's name;
- Date(s) for which leave is requested
- Qualifying reason for the leave; and
- Oral or written statement that the employee is unable to work because of a qualified reason.

Additional documentation is required depending on the reason for the need for leave:

- For a quarantine or isolation order, the employee must also provide the name of the government entity that issued the order.
- If a healthcare provider advised self-isolation, the employee must also provide the a written statement from the healthcare provider.
- To care for a child, an employee must also provide the name of the child; the name of the school, place of care, or child care provider that has closed or become unavailable; and a statement that no other suitable person will be caring for the child during the period for which the employee takes leave under this policy. Additionally, a note from the daycare/school provider or published statement regarding the closure or quarantine must be provided prior to the leave being granted.

The City of Diamondhead may also request an employee to provide additional material not referenced above to support a request for tax credits under federal law.

It is the intent of the City of Diamondhead to follow the extension of the Families First Coronavirus Response Act (FFCRA); therefore, if there are any omissions or contradictions herein the FFCRA requirements and regulations shall take precedent. The City of Diamondhead reserves the right to terminate this policy at any time.

If you have questions about this policy, contact your supervisor or Human Resources.