



COVID-19 FREQUENTLY ASKED QUESTIONS

Q: What is the FFCRA?

A: The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19

Q: What are the situations that would qualify me for leave under the FFCRA?

A: If you are experiencing one of the following situations then you may qualify for leave under FFCRA or Act:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Q: Who is eligible?

A: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

Q: What am I eligible for?

A: Generally, the Act provides that employees of covered employers are eligible for:

- 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 a 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 a health care provider), or to 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; and

- 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 for at least 30 calendar days, 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.

Q: When am I eligible for paid sick leave to self-quarantine?

A: You are eligible for paid sick leave if a health care provider directs or advises you to stay home or otherwise quarantine yourself because the health care provider believes that you may have COVID-19 or are particularly vulnerable to COVID-19, and quarantining yourself based upon that advice prevents you from working (or teleworking).

Q: What are the eligibility requirements for son or daughter for qualifying reason #5?

A: Under the FFCRA, a “son or daughter” is your own child, which includes your biological, adopted, or foster child, your stepchild, a legal ward, or a child for whom you are standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The child must be under the age of 18. If your son or daughter is over 18 and has a mental or physical disability and incapable of self-care because of that disability will qualify.

Q: Does Childcare expansion period (10 weeks) count as FMLA?

A: If you have FMLA available and you are eligible for FMLA, then yes. The time you are out under the FFCRA Act due to Childcare will count as FMLA time. This is very important to note: FMLA is job-protected leave and if you need leave, make sure you understand your situation and are willing to exhaust your FMLA under the FFCRA childcare expansion. In addition, if you are someone who has used FMLA in the previous 12-months you may not be eligible for ANY/ or ALL of the FFCRA childcare expansion.

Q: Do I qualify for leave for a COVID-19 related reason even if I have already used some or all of my leave under the Family and Medical Leave Act (FMLA)?

A: If you are an eligible employee, you are entitled to paid sick leave under the Emergency Paid Sick Leave Act regardless of how much leave you have taken under the FMLA.

Q: If I am home with my child because his or her school or place of care is closed, or child care provider is unavailable, do I get paid sick leave, expanded family and medical leave, or both—how do they interact?

A: You may be eligible for both types of leave, but only for a total of twelve weeks of paid leave. You may take both paid sick leave and expanded family and medical leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons. The Emergency Paid Sick Leave Act provides for an initial two weeks of paid leave. This period thus covers the first ten workdays of expanded and family medical leave, which are otherwise unpaid under the Emergency and Family Medical Leave Expansion Act unless you elect to use existing vacation, personal, or medical or sick leave under your employer's policy. After the first ten workdays have lapsed, you will receive 2/3 of your regular rate of pay for the hours you would have been scheduled to work in the subsequent ten weeks under the Emergency and Family Medical Leave Expansion Act.

Please note that you can only receive the additional ten weeks of expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act for leave to care for your child whose school or place or care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

Q: May I take the leave intermittently?

A: No, all leave, including for qualifying reason #5 must be taken in a continuous block.

Q: What if I am scared of contracting COVID-19 and want to take leave?

A: Fear of contracting the virus is not a qualifying reason for any type of job protected leave. You may use your accrued paid leave days if your manager approves your request. Please speak to your manager about your fears and concerns. Additionally, we recommend contacting our Employee Assistance Program for useful tools, support and information to manage your anxiety during this unprecedented event. Our EAP is available 24/7, call 1-888-456-1324 to speak with an EAP Representative or visit www.login.lifeworks.com, User ID is **dickinson** and Password is **lifeworks**.

Q: Can the Emergency Paid Sick Leave be used as often as needed if I am exposed multiple times?

A: No, the Emergency Paid Sick Leave is a one-time benefit (up to 80 hours). If you need to quarantine again and have already exhausted the EPSL and are unable to work from home, your available leave will be applied.

Q: What are the next steps if I think I may qualify for leave under FFCRA? Do I need documentation?

A: Please contact the Human Resources/Benefits Office by emailing hr@dickinsonisd.org and they will help you with your specific situation. You will need to complete the FFCRA Request Form which will tell you the documentation you will need to provide. The form will be provided to you once you contact Human Resources.

Q. Who can I contact with questions? I am not sure if I qualify!

Our Human Resources/Benefits Office is here to help! You can contact Lily Galindo, Benefits/Risk Management Coordinator at 281-229-6050, egalindo@dickinsonisd.org or Ashley Elmore, Benefits Specialist at 281-229-6049, aelmore@dickinsonisd.org.

For more detailed information, please visit the Families First Coronavirus Response Act: Questions and Answers information page for updated information - <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

FFCRA Leave Administration Flowchart

Color Key
Orange = Employee obligations
Green = Employer obligations

Administrative Decisions for FFCRA Leave

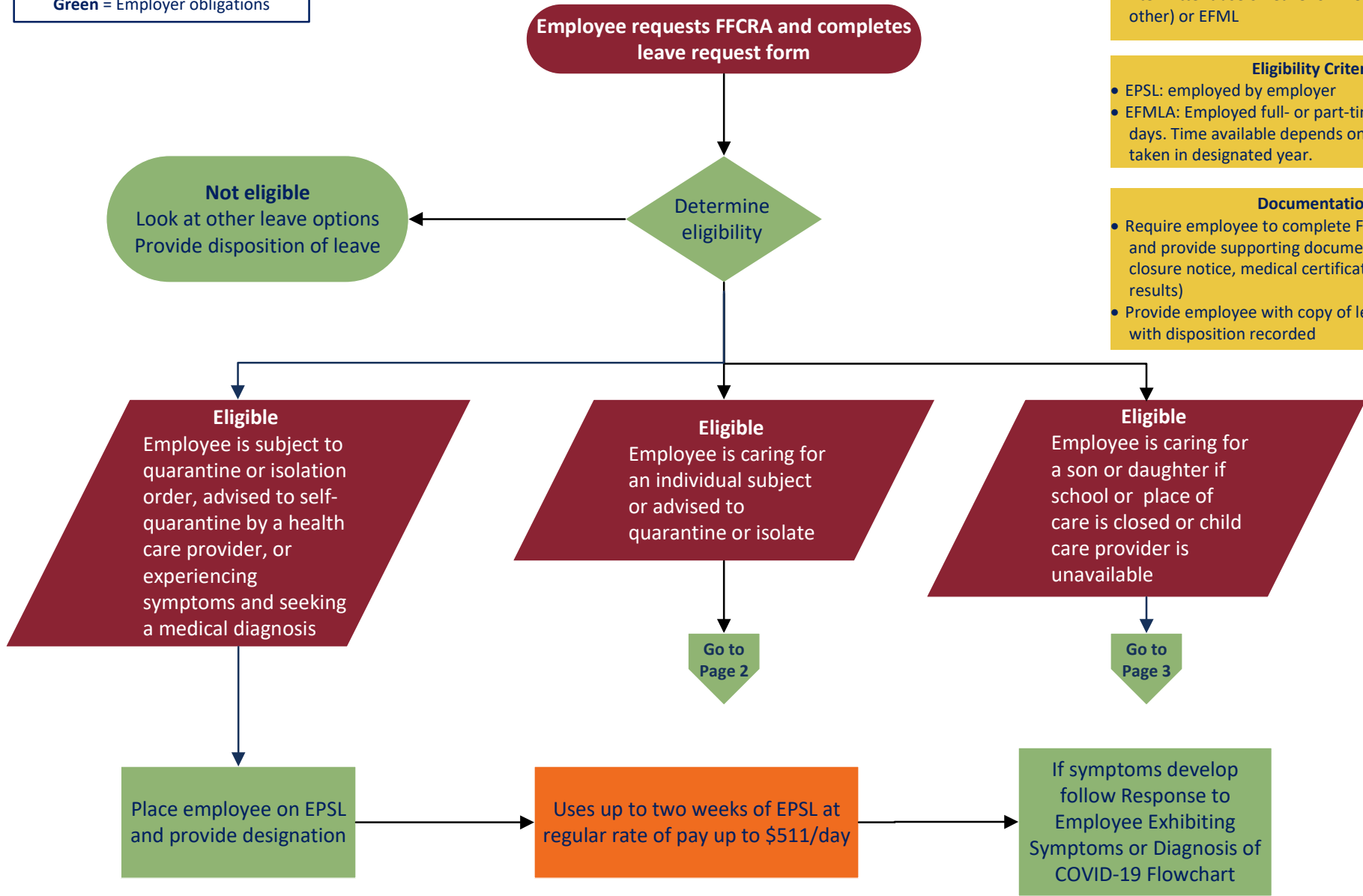
- Use of accrued leave concurrently with EFML
- Allow paid use of leave to supplement EPSL
- Intermittent use of leave for EPSL (care for child or other) or EFML

Eligibility Criteria

- EPSL: employed by employer
- EFMLA: Employed full- or part-time for 30 calendar days. Time available depends on amount of FMLA taken in designated year.

Documentation

- Require employee to complete FFCRA request form and provide supporting documentation (e.g., closure notice, medical certification, COVID-19 test results)
- Provide employee with copy of leave request form with disposition recorded



FFCRA Leave Eligibility Flowchart (continued)

Page 2

Employee is caring for an individual subject or advised to quarantine or isolate

Place employee on EPSL and provide designation

Uses up to two weeks of EPSL at 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding supplementing EPSL or intermittent use of leave)

Returns to work when EPSL is exhausted or applies for other leave

Definition of Individual

- Immediate family member, someone who regularly reside in the employee's home, or someone whose relationship creates an expectation of care.

FFCRA Leave Eligibility Flowchart (continued)

Page 3

Employee is caring for a son or daughter if school or place of care is closed or childcare provider is unavailable

Place employee on EPSL and EFML and provide designation

Uses EPSL (2 weeks) and EFML (10 weeks) and receives 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding concurrent use of leave, supplementing EPSL, and intermittent use of leave)

Returns to work when EPSL and EFML are exhausted or applies for other leave

Definition of Son or Daughter

- Employee's son or daughter (biological, adopted, or foster child, a stepchild, a legal ward, or a child whom the employee stands in loco parentis)

Leave Examples not Applicable to EFML

- School is closed during intercession
- Child is ill

**Dickinson Independent School District
Employee Request for Families First Coronavirus Response Act Leave**

Type or Print

1. Name of employee (First Name, Middle Initial, Last Name)

2. Employee's position & campus or department

3. Type of Leave Requested (Select one or both): FFCRA Paid Sick Leave FFCRA Paid Expanded FMLA

4. Reason for requested leave.

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

Paid Sick Leave – A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. Paid at either the regular rate of pay, up to \$511 per day and \$5,110 in the aggregate.

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

Paid Sick Leave – A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. Paid at 2/3 of the regular rate up to \$200 per day and \$2,000 in the aggregate over a two-week period.

4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury;

Paid Expanded FMLA – A full-time employee is eligible for up to 12 weeks (two weeks of paid sick leave followed by up to 10 weeks of paid expanded FMLA) 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. Paid at 2/3 of the regular rate up to \$200 per day and \$12,000 in the aggregate over a 12-week period.

5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

NOTE. ALL employees are eligible for Paid Sick Leave. Employees who have been employed for at least 30 days are eligible for Paid Expanded FMLA.

6. Date on which you wish to commence leave: _____

7. Date of anticipated return to work: _____

8. Are you requesting leave on an intermittent or reduced be leave schedule?

9. If "yes," please give schedule of when you anticipate you will unavailable for work.

Yes No

Date: _____

10. Documentation to support the type of leave should be attached to this request.

An employee seeking leave because of reason "3" and "6" above must provide a fitness-for-duty medical certification of ability to perform job duties before being allowed to resume work.

Employee Signature

Date

Refer to the [FFCRA Employee Paid Leave Rights](#) for more information.