



The **Families First Coronavirus Response Act (FFCRA)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

In compliance with the Families First Coronavirus Response Act (FFCRA), Wiley College will offer COVID-19 emergency paid sick leave (EPSL) and Expanded Family and Medical Leave (EFML) to all eligible employees. The leave provided under the FFCRA does not modify an employee's right to use sick, personal, or vacation time, as set forth in our current policies. Rather, these new provisions expand Wiley College's employee benefits by requiring that the College temporarily grant additional leave to certain employees due to COVID-19.

EPSL Benefits (Eligible employees are all hourly and salaried employees)

- *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 weeks (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 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.

EFML Benefits (Eligible employees that have been employed for at least 30 days)

- *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 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.

In order to request EPSL or EFML, eligible employees must complete the Wiley College COVID-19 Request for Emergency Paid Sick Leave Form and submit it to the immediate supervisor in order to provide the required information listed below for approval. The form can be located on the website and includes the following information:

- Employee name
- Requested leave date(s)
- A written statement supporting the COVID-19 related reason for which the employee is requesting leave
- A statement that the employee is unable to work (including telework) due to such reason, and either:

- In the case of leave based on a quarantine order or self-quarantine advice of a health care professional, the name of the governmental entity or health care professional, and if the person being quarantined is not the employee, the name of such person and their relation to the employee; or
- In the case of leave based on a school closure or unavailability of a child care provider, the name(s) and age(s) of the child(ren) to be cared for, the name of the school or provider, and a representation that no other person will be providing care for the child(ren) during the period of requested leave. If the employee is required to care for a child older than 14 during daylight hours, the employee must also provide a statement that special circumstances exist requiring the employee to provide care.

Employees must provide as much notice of leave as is practicable when the need for leave is foreseeable. All documentation for EPSL and EFML requests must be submitted by the third day of leave.