

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFRCA) POLICY

The Family First Coronavirus Response Act (FFRCA or Act) is effective on April 1, 2020 and applies to leave taken between April 1, 2020 and December 31, 2020. The FFRCA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA).

Emergency Family and Medical Leave Expansion Act (EFMLEA):

A. Employee eligibility

1. Employees who have been employed for a least 30 days prior to their leave request may be eligible for up to an additional 12 weeks of partially paid expanded family and medical leave.
2. Provisions of the FFCRA allows employers to exempt “emergency responders” from coverage the Act. In accordance with guidance from the Department of Labor, Douglas County has deemed the following positions as:

Emergency Responders:

Law Enforcement Deputies; Jail staff; 911 Dispatchers; Public Health Nurses; Health Officer; Social Workers; Emergency Management staff; Finance and Information Technology staff; Buildings and Grounds staff; Highway Maintenance Workers and Mechanics

*Request for leave for Emergency Responders positions shall be considered on a case by case basis by the County Administrator to ensure that the operations of Douglas County that are essential to support the health, safety, and welfare of the public are not compromised.

3. The first ten days of the leave under this provision are unpaid. Employees may substitute paid leave available such as sick and vacation pay. The County cannot, however, require that employees use paid leave during that ten day period.
4. It is important to note that while an employee is entitled to 12 weeks of leave under the FFCRA, the length of the leave is reduced by any FMLA Leave previously taken by the employee.

- B. Qualifications:** Employee is unable to work, including unable to telework, because the employee is caring for his or her child whose school or place of care is closed or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
- C. Paid Leave.** Qualifying employees will be paid at a rate of no less than 2/3rds of his or her regular rate for hours normally scheduled to work with a cap of \$200 daily and a total of benefits of \$10,000.

EMERGENCY PAID SICK LEAVE ACT (EPSLA):

A. Employee Eligibility.

1. Employees are eligible for two weeks (up to 80 hours) of emergency paid sick leave for COVID-19 related reasons. Full-time County employees have up to 80 hours of leave and part-time employees have a two week equivalent of paid leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage,

2. Provisions of the FFCRA allow employers to exempt “emergency responders” from coverage the Act. In accordance with guidance from the Department of Labor, Douglas County has deemed the following positions as:

Emergency Responders:

Law Enforcement Deputies; Jail staff; 911 Dispatchers; Public Health Nurses; Health Officer; Social Workers; Emergency Management staff; Finance and Information Technology staff; Buildings and Grounds staff; Highway Maintenance Workers and Mechanics

*Request for leave for Emergency Responders positions shall be considered on a case by case basis by the County Administrator to ensure that the operations of Douglas County that are essential to support the health, safety, and welfare of the public are not compromised.

B. Qualifications. Employee is unable to work, including unable to telework, because the employee is:

1. is subject to a Federal, State or local quarantine or isolation order related to the 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 his or her child whose school or place of care is closed or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or,
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

C. Paid Leave. Qualifying Employees will be paid at:

1. 100% of his or her rate of pay for qualifying reasons #1-3, up to \$511 daily and \$5,110 total;
2. 2/3rds of his or her rate of for qualifying reasons #4 -6, up to \$200 daily and \$2,000 total.

Employees shall complete a form that will be used specifically for the purposes under the FFCRA ACT. Forms can be requested from the Human Resource Department at 715-395-1429 or printing the form from the County website. In compliance with the recommended social distancing, please do not physically go to the Human Resources Department.

Approved by Administrator and County Board Chair March 31, 2020