PURPOSE
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. The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. These provisions will apply from April 1, 2020 through December 31, 2020.

POLICY
Episcopal Homes will provide the following to all employees regardless of length of service or FTE status. Employees are eligible for the number of hours of leave that the employee works on average over a two-week period.

1. Two weeks (up to 80 hours) of paid sick leave (COVID pay) at the employee’s regular rate of pay for one of the following reasons:
   a. Employee is unable to work because they are quarantined as recommended by their health care provider.
   b. Employee is experiencing COVID-19 symptoms and seeking a medical diagnosis.

2. Two weeks (up to 80 hours) of paid sick leave (COVID pay) at two-thirds the employee’s regular rate of pay for one of the following reasons:
   a. Employee is unable to work because of a bona fide need to care for an individual subject to quarantine.
   b. Employee needs 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.

Calculation of Pay:

For leave reason (1): employees taking leave shall be paid at either their regular rate, up to $511 per day and $5,110 in the aggregate (over a 2-week period).

For leave reason (2): employees taking leave shall be paid at 2/3 their regular rate, up to $200 per day and $2,000 in the aggregate (over a 2-week period)