

## **New Leave Provisions for Employees**

As of April 1, 2020, active employees may be eligible for new paid leave under certain circumstances. These leaves are in addition to any paid time off (PTO) employees may have earned. These additional leaves are available between April 1 and December 31, 2020.

### **Paid Sick Leave**

Paid sick leave (PSL) is paid time off up to 80 hours for full-time employees. Part-time employees earn a prorated leave. For example, a part-time employee working 20 hours per week will earn 40 hours of paid leave that must be used over a two-week period. The following are the reasons an employee may take PSL:

1. The employee has received an isolation or quarantine order related to COVID-19 issued by the government.
2. The employee has been advised by their healthcare provider to self-quarantine.
3. The employee is experiencing symptoms of COVID-19 and is seeking a diagnosis.
4. The employee needs time off to care for a family member who is quarantining or subject to a quarantine or isolation order.
5. The employee needs time off to care for a son or daughter who can't be in school or daycare due to a COVID-19-related closure.
6. The employee is experiencing substantially similar conditions described above.

If you need time off for one of these circumstances, please contact XXX at XXX. We will need a request via email or other form of writing with information regarding the reasons for the leave. If reasons 2-4 apply, the Company will ask for the name of the applicable health care provider and the date they were contacted.

If you need PSL for reasons 1-3 above, you will receive your regular rate up to \$511 per day for two weeks for a maximum payment of \$5,110. If you need PSL for reasons 4-6 above, you will receive 2/3rds your regular rate up to \$200 per day for two weeks for a maximum payment of \$2,000. These payments are treated as regular wages.

### **Expanded Family & Medical Leave**

Expanded Family Medical Leave (eFMLA) is available to employees who are unable to work (or telework) because their child or children are unable to attend school or daycare due to COVID-19-related closures. In order to be eligible for this leave, an employee must have worked for the Company for 30 calendar days. Whether an employee is able to telework is a decision made by the Company.

Employees can receive up to 12 weeks of eFMLA. However, the first two weeks are unpaid (however, PSL will apply). If you need time off due to childcare needs, you will receive 2/3rds your regular rate of pay up to \$200 per day for up to \$10,000. These payments are treated as regular wages.

This leave may be taken intermittently upon agreement with management. For example, if you must care for your children in the mornings, you can take eFMLA in the mornings and work in the afternoons. If eFMLA is taken intermittently, the pay for the leave will be prorated.

If your child is unable to attend school or daycare because of a COVID-19, please contact XXX at XXX. We will need a request via email or in other form of writing.