

VARYING LEAVES DURING COVID-19

	Reason for Absence	Additional Requirements	Maximum Duration	Pay Entitlement
EPSLA	Quarantine or Self-Quarantine or isolation order COVID-19 Symptoms	Pursuant to a government order or on medical advice Seeking medical diagnosis	Up to 80 hours Pro-rated for part-time employees	<ul style="list-style-type: none"> Regular rate of pay for normally scheduled hours Capped at \$511/day and \$5,110 total
	Provide Care for a Quarantined Individual or is seeking a medical diagnosis for COVID-19 symptoms Childcare Substantially-similar condition	Pursuant to a government order or on medical advice K-12 or child care provider closed or unavailable due to COVID-19 Further guidance may come from HHS Secretary and/or DOL Secretary	Up to 80 hours	<ul style="list-style-type: none"> 2/3 regular rate of pay for normally scheduled hours Capped at \$200/day and \$2,000 total
EFMLA	Childcare	K-12 or child care provider closed or unavailable due to COVID-19 <i>Employee must have worked for at least 30 days</i>	First 10 days unpaid leave (or employee may use accrued leave) After first 10 days, up to 10 weeks of paid leave Pro-rated for part-time employees We can exclude emergency responders (so our police officers)	<ul style="list-style-type: none"> 2/3 regular rate of pay for normally scheduled hours Capped at \$200/day and \$10,000 total For part-time employees who have worked at least six months prior to taking leave, use average number of hours the employee would usually be scheduled per day. For part-time employees who have not worked six months, use employees reasonable expectation of average number of hours the employee would normally be scheduled per day. Employee must be returned to position, if it still exists. If does not due to economics, make reasonable efforts to place in an equivalent position.
Sick Leave	If applicable EPSLA Leave exhausted, if applicable Applicable medical condition or doctor appointments unrelated to COVID-19	With Supervisor Approval	Able to use available sick leave balance.	Regular rate of pay for normally scheduled hours
Vacation / Personal / Annual Leave / PTO / Compensatory Time	Employee does not want to come to work but no other COVID-19 circumstances apply Not eligible for Pandemic Leave, EPSLA, or EFMLA	With Supervisor Approval	Able to use available leave balances.	Regular rate of pay for normally scheduled hours

*Employee must communication with supervisor in regard to any leave.