**PVARF Guidance for the Families First Coronavirus Response Act**

**3/26/2020**

This Act is effective from April 1, 2020 through December 31, 2020.

Under the provisions of this act, PVARF employees will be provided with:

**1)** **Emergency Family and Medical Leave**

**2) Emergency Paid Sick Leave**

**Emergency Family and Medical Leave**

**Eligible Employees**: Any full-time or part-time PVARF employee that has been on PVARF’s payroll for 30 calendar days.

**Reasons for FMLA+ Leave**: Eligible employees are entitled to take *up to 12 weeks* of FMLA+ leave for “a qualifying need related to a public health emergency.” This “qualifying need” is limited to circumstances where an employee is unable to work to care for a minor child if the child’s school or place of childcare has been closed or is unavailable due to a public health emergency.

How Much Pay is allowed during emergency FMLA+ Leave?

* The first 10 days (two weeks) are unpaid, but an employee can substitute accrued paid sick and vacation leave, *including COVID- 19 emergency paid sick leave*.
* The remaining 10 weeks are paid at 2/3rds of the employee’s regular rate, for the number of hours the employee would otherwise be scheduled to work (with a maximum payment of $200 per day and $10,000 total).

**Emergency Paid Sick Leave**

**Eligible Employee:** Any full-time or part-time PVARF employee. Unlike the emergency FMLA+ requirements, an employee is immediately eligible for paid sick leave (there is no 30-calendar day wait requirement).

**Reasons for Sick Leave:** PVARF pays sick leave for employees who are unable to work because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;

2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;

3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;

4. The employee is caring for an individual subject or advised to quarantine or isolation;

5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or,

6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

How Much Paid Leave is Allowed? Employees are entitled to the following:

* Full-time employees: 80 hours at their regular rate of pay (for reasons 1, 2 and 3 above). However, when caring for an individual or family member (for reasons 4, 5, and 6 above), sick leave is paid at two-thirds the employee’s regular rate.
* Part-time employees: the number of hours that the employee works, on average, over a 2-week period (also two-thirds pay for reasons 4, 5, and 6).

The law limits paid leave to $511 per day ($5,110 in total) where leave is taken for reasons (1), (2), and (3) noted above (generally, an employee’s own illness or quarantine); and $200 per day ($2,000 in total) where leave is taken for reasons (4), (5), or (6) (care for others or school closures).

**Sequence of and Rules for Leave:** Employees may first use sick leave provided for under this emergency sick leave law, then decide to use any remaining accrued paid leave under PVARF policy. Hours cannot be carried over after December 31, 2020 (when the legislation sunsets).

**Requirements:** Eligible employees must complete the PVARF’s leave form and submit it to HR.

These leave benefits supplement and do not replace PVARF’s existing policies. Information about our regular ‘Time Off’ policies, can be found in our employee handbook as well as the HR section of our website at [www.pvarf.org](http://www.pvarf.org).

**Return From Leave Rights**: Employees who have been employed by PVARF for 30 calendar days, will be restored:

• to the position of employment held by the employee when the leave commenced; or,

• to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

PVARF reserves the right to amend this guidance in response to any changes to the regulation or implementation guidance.