

Family First Coronavirus Response Act (FFCRA) (Emergency Sick Leave)

*Supplement to the Family Medical Leave Act (PPPM Section 5-14)
Effective April 1, 2020*

Gloucester County provides eligible employees with emergency paid sick leave under certain conditions.

Eligibility

All employees are eligible for FFCRA emergency paid sick leave.

Reason for Leave

You may take FFCRA emergency paid sick leave if you are unable to work (or work from home) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration

- Full time employees are eligible for 80 hours of leave.
- Part-time employees are eligible for the number of hours they work, on average, over a two-week period.

Compensation

- Leave will be paid at an employee's regular rate of pay, subject to a limit of \$511 per day and \$5,110 in total, when leave is taken for reasons 1, 2, or 3.
- Leave will be paid at 2/3 of an employee's regular rate of pay, subject to a limit of \$200 per day and \$2,000 in total. where leave is taken for reasons 4, 5, or 6.

Leave Rules

- You may elect to use FCCRA emergency paid sick leave before using any other accrued paid leave.
- Leave provided by Gloucester County prior to April 1, 2020 will not count against your FFCRA leave.
- Emergency paid sick leave cannot be carried over after December 31, 2020.

Requesting Leave

If you need to take emergency paid sick leave under this policy, provide notice as soon as possible and complete the FFCRA FMLA form.

Retaliation

Gloucester County will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on December 31, 2020.

Family First Coronavirus Response Act (FFCRA) (Emergency Child Leave)

*Supplement to the Family Medical Leave Act (PPPM Section 5-14)
Effective April 1, 2020*

Under the Families First Coronavirus Act, Gloucester County provides eligible employees with up to 12 weeks of emergency family and medical leave for a qualifying need related to a public health emergency.

Eligibility

Emergency family and medical leave is available to all employees that have been employed by the Company for at least 30 calendar days.

Reasons for Leave

Leave under this policy is limited to circumstances where you are unable to work (including telework) due to your need to care for your minor child because the child's school or place of childcare has been closed or is unavailable due to a public health emergency.

Requesting Leave

If you need to take emergency family and medical leave under this policy, provide notice as soon as possible and complete the FFCRA FMLA form.

Compensation

The first 10 days (two weeks) of leave under this policy are unpaid, but employees may substitute any already accrued paid leave, including emergency paid sick leave that they may have available. [You are required to use any accrued paid leave during the 10-day period.]

The remaining 10 weeks are paid at 2/3 of an employee's regular rate for the number of hours they would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total).

Job Restoration

Upon returning and medical leave are entitled to be restored to the position they held when the leave commenced or to obtain an equivalent position with their employer.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on December 31, 2020

Family First Coronavirus Response Act (FFCRA) Emergency Responder Sick Leave (ERSL)

*Supplement to the Family Medical Leave Act (PPPM Section 5-14)
Effective April 1, 2020*

The Emergency Responder Sick Leave applies to all sworn Law Enforcement, Jail personnel, Court Security personnel, 911 Dispatchers, Public Utility essential personnel, and Emergency Management personnel **who are unable to work (or telework)** regardless of length of service.

Approval to utilize this benefit will be given on a case by case basis and will be dependent on the needs of the department. Approval authority for Law Enforcement, Jail and Court Security personnel, and 911 Dispatchers resides with the Sheriff or his designee. Public Utility and Emergency Management approval authority resides with the County Administrator or his designee.

Eligibility

To be eligible for ERS� an individual must meet the criteria in one of the below categories:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider;
5. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration

- Full time employees are eligible for 80 hours of leave.
- Part-time employees are eligible for the number of hours they work, on average, over a two-week period.

Compensation

- Leave will be paid at an employee's regular rate of pay, subject to a limit of \$511 per day and \$5,110 in total, when leave is taken for reasons 1, 2, or 3.

- Leave will be paid at 2/3 of an employee's regular rate of pay, subject to a limit of \$200 per day and \$2,000 in total. where leave is taken for reasons 4 or 5.

Leave Rules

- You may elect to use ERS� sick leave before using any other accrued paid leave.

- Leave provided by Gloucester County prior to April 1, 2020 will not count against your ERS� leave.

- ERS� leave cannot be carried over after December 31, 2020.

Requesting Leave If you need to take leave under this policy, provide notice as soon as possible and complete the FFCRA FMLA form.

Retaliation Gloucester County will not retaliate against employees who request or take leave in accordance with this policy.

Expiration This policy expires on December 31, 2020.