

IMPORTANT...PLEASE READ!

The Families First Coronavirus Response Act (FFCRA) was passed and becomes law on April 1st. This law gives employees the right to be paid if unable to work due to certain situations related to the Coronavirus. Please refer to the myWSUTech COVID-19 Communications area for the FCRA Compliance Poster outlining your legal rights.

Emergency Paid Sick Leave:

Eligible employees include fulltime & part-time employees, regardless of hire date.

- Fulltime employees are entitled to 80 hours of paid Emergency Sick Leave.
- Part-time employees are entitled to Emergency Sick Leave equal to the number of hours worked on average over a typical two-week period.

Covered Leave Purposes:

1. When the employee is quarantined or isolated subject to federal, state or local quarantine/isolation order;
2. When the employee is advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. When the employee is experiencing symptoms of COVID-19 and seeking medical diagnosis;
4. When caring for an individual doing #1 or #2;
5. When caring for a child whose school or place of care is closed due to COVID-19; or
6. When the employee is experiencing any other substantially similar condition.

- Emergency Sick leave will be paid at the employee's regular rate of pay if the leave is for the employee's own illness.
- Emergency Sick leave will be paid at two-thirds of the employee's regular rate if taken to care for a family member or to care for a child whose school has closed, or if the childcare provider is unavailable due to the virus.
- Employers cannot require employees to use other paid leave (such as PTO) first.

Emergency Family Medical Leave Act (FMLA) Expansion:

Eligibility: An employee who has been employed for at least 30 days & and is unable to work in order to care for their child under the age of 18 if the child's school or place of care has been closed, or the childcare provider is unavailable due to the COVID-19 emergency.

Duration: Up to 12 weeks of job protected leave.

- No pay for the first 10 days/2 weeks of leave (employee can use, but is not required, to use PTO or the Emergency Sick Leave as described above). Employers cannot require employees to use PTO during this period.
- After 10 days/2 weeks, employees will be paid two-thirds of their regular rate of pay for the number of hours they would normally be scheduled to work.

REFER ALL QUESTIONS TO JUDY MOUNT IN HUMAN RESOURCES.

IF YOU BECOME UNABLE TO WORK DUE TO ANY OF THE REASONS OUTLINED ABOVE, PLEASE CONTACT JUDY MOUNT (JMOUNT1@WSUTECH.EDU), 316-677-1619 TO APPLY FOR PAID LEAVE.