**Emergency Family and Medical Leave Expansion Act**

(Effective 04/02/2020 – December 31, 2020)

The Families First Coronavirus Response Act (FFCRA) provides the following for eligible employees:

* Two weeks (up to 80) hours of expanded family and medical leave at the employee’s regular rate of pay (Emergency Paid Sick Leave) where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking medical diagnosis; or
* Two weeks (up to 80 hours) of expanded family and medical leave at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Treasury and Labor; and
* Up to an additional 10 weeks of expanded family and medical leave at two-thirds the employee’s regular rate of pay where an employee who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Notice:**

Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable.

**Documentation of Need:**

The employee is required to provide reasonable documentation of the need for leave under the FFCRA as requested.

**Qualifying Reasons for Leave:**

Under the FFCRA, an employee qualifies for expanded family and medical leave if the employee is unable to work (or telework) due to a need for the leave because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a healthcare provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration of Leave:

For reasons (1) – (4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on an average over a two-week period.

For reason (5): A full time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours per week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

**Calculation of Pay**

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to a maximum of $511 per day and $5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to a maximum of $200 per day and $12,000 in the aggregate) over a 2-week period)

**Note:** An employee may elect to substitute any accrued annual or sick leave for the first two weeks of partial paid leave under this section.

Emergency Responders are not eligible for leave provisions for qualifying reason #5. For the Town, this includes sworn Law Enforcement Officers.

Paid sick time provided under this Act does not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation of employment.