



MEMO

To: All Eligible Employees
From: John Viarella, HR Director
Date: April 1, 2020
CC: All Department Heads
Subject: Families First Act

SUMMARY:

On Wednesday, March 18, 2020 President Donald Trump signed into law the "Families First Coronavirus Response Act (FFCRA or Act)". This Act requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

ELIGIBLE EMPLOYEES:

An employee is entitled to take FFCRA leave, which is related to COVID-19, if the employee is unable to work, including unable to telework.

A part-time employee is eligible for leave based on the number of hours he/she is normally scheduled to work. We will refer to the Payroll Authorization Form for the scheduled work hours and recent payroll records.

EMERGENCY PAID LEAVE ACT INFORMATION:

Employees may receive up to two weeks (80 hours), or a part-time employee's two-week equivalent, of paid sick leave based on their regular rate of pay, paid at:

- 100%, up to \$511 daily and \$5,110 total, for the following qualifying reasons:
 1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. Employee has been advised by a health care provider to self-quarantine related to COVID-19;

3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

• 2/3, up to \$200 daily and \$2,000 total, for the following qualifying reasons:

4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Employee is caring for his or her child under the age of 18 whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
6. Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services;

EMERGENCY FAMILY MEDICAL LEAVE ACT INFORMATION:

Employees who have been employed for at least 30 days prior to the bill's enactment may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave. This will be paid at 2/3, up to \$200 daily and \$10,000 total, for the following reason:

1. Employee is caring for his or her child under the age of 18 whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

PROCESS TO REQUEST TIME:

If you would like to request leave under the Emergency Paid Leave Act and/or the Emergency Medical Leave Act, please complete the **COVID Leave Request Form**, which can be obtained on the Human Resources Department website. In addition, you are welcome to call Human Resources at (781) 286-8115 or email them at jviarella@revere.org for assistance.