

# FAQs for Leave due to COVID-19

## Frequently Asked Questions for Families First Corona Response Act (FFCRA)



### 1. When did the Families First Coronavirus Response Act go into effect?

Families First Coronavirus Response Act (FFCRA) went into effect on April 1, 2020 and will remain in effect until December 31, 2020. FFCRA provides employees with access to Emergency Paid Sick Leave (EPSL) and Expanded Family Medical Leave (EFML) for reasons related to COVID-19. The paid leave provisions are for leave taken during the period of April 1, 2020, to December 31, 2020, and are not retroactive beyond April 1, 2020.

### 2. What is the Expanded Family Medical Leave (EFML)?

Expanded Family Medical Leave (EFML) amends the Family and Medical Leave Act (FMLA) to allow 12 weeks of leave for employees who are unable to work (or telework) when there is a need to care for their son or daughter under 18 years of age because the school or place of care has closed, or the child care provider of such son or daughter is unavailable due to a COVID-19 precautions.

### 3. Who is eligible to take EFML?

Full-time and part-time employees with benefits are eligible for EFML and must have payroll earnings 30 calendar days immediately prior to the day the leave is scheduled to begin.

### 4. What is the Emergency Paid Sick Leave (EPSL)?

Emergency Paid Sick Leave (EPSL) The EPSL provides for 2 weeks of paid sick leave for employees who cannot work (or telework) for any of the following reasons:

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 due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
5. The employee is caring for a son or daughter under 18 years of age of such employee if the school or place of care of the son or daughter has closed, or the child care provider of such son or daughter is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

### 5. Who is entitled to paid sick leave under the EPSL?

All full-time and part-time employees who receive benefits are entitled to paid sick leave provided by the EPSL regardless of length of employment with the District.

### 6. What if I am exhibiting symptoms of COVID-19, diagnosed with COVID-19, or been in direct contact (within 6 feet) of an individual with a confirmed case of COVID-19?

Employees should not report to the worksite and must immediately notify their supervisor and Human Resources, Leave Administration [Leaves@dekalbschoolsga.org](mailto:Leaves@dekalbschoolsga.org). Employees should not report back to the worksite until cleared by a healthcare provider or in receipt of a negative COVID-19 test result; clearance documentation from the health care provider or negative COVID-19 test result must be submitted to Human Resources, Leave Administration prior to re-entry to a DCSD worksite.

### 7. I want to request a leave of absence for one of the reasons covered by the EPSL or EFML. How do I apply?

**Step 1:** Review and complete the *EPSL/EFML COVID-19 Leave Request form* (locate form via employee portal - Divisions>HR>Resources>Leaves). Submit the completed forms with any required supporting documentation to Human Resources, Leave Administration via [Leaves@dekalbschoolsga.org](mailto:Leaves@dekalbschoolsga.org) or fax (678-875-5200). A member of the team will reach out to you to discuss your request.

**Step 2:** Submit a *Statement of Leave* form and to your Supervisor and Bookkeeper. Your Statement of Leave must communicate either your authorization to use your accrued leave or receive Emergency Paid Sick Leave (2/3 of your pay) for the first 10 days of your leave of absence.

### 8. The Division of Human Resources, Leave Administration Department approved my leave of absence related to COVID-19. How will I be paid?

The Emergency Paid Sick Leave Act provides for an **initial two weeks of paid leave**. This period covers the first ten work days of expanded family and medical leave, which is unpaid leave unless the employee elects to use accrued vacation, personal, or sick leave.

After the first ten work days, the employee will receive 2/3 of your regular rate of pay, not to exceed \$200 per day, for the hours he/she would have been scheduled to work in the subsequent ten weeks.

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### 9. How long may I take a leave of absence?

The amount of leave approved will be based on the need. If the need for leave changes, it is your responsibility to notify Human Resources, Leave Administration [Leaves@dekalbschoolsga.org](mailto:Leaves@dekalbschoolsga.org).

The maximum amount of leave available with FMLA/EFML is 12 weeks/60 days within a 12-month period. Leave totals within the last 12 months prior to the start of the leave of absence will be evaluated as the employee's leave allotment could be less for this occurrence.

### 10. I'm ready to return to work. What do I need to do?

For authorization to return to work after a leave of absence due to one of the following 3 reasons, employees must provide a clearance statement from their healthcare provider AND a negative COVID-19 test result.

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 due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

For authorization to return to work after a leave of absence to care for their child(ren) because of a school closure related to COVID-19 or the child care provider of such son or daughter is unavailable due to COVID-19 precautions, the employee must provide a written 48-hour notice to his/her Supervisor and to Human Resources, Leave Administration to allow adequate time for processing.

### 11. I do not feel comfortable returning to work due to COVID-19; can I qualify for leave?

If you cannot work for reasons stated in question #4, please apply for leave using the *EPSL/EFML COVID-19 Request for Leave Form* (locate form via the employee portal – *Divisions>HR>Resources>Leaves*). Submit forms to Human Resources, Leave Administration via [Leaves@dekalbschoolsga.org](mailto:Leaves@dekalbschoolsga.org) or fax (678-875-5200).

### 12. What should I do to request a reasonable accommodation if I have an underlying medical condition that may put me at higher risk of severe illness from COVID-19?

Download the ADA Request for Accommodations form located at <https://dcsd.sharepoint.com/hr/Pages/Forms.aspx>. Submit the completed forms to the Human Resources, Employee Relations at [ADArequests@dekalbschoolsga.org](mailto:ADArequests@dekalbschoolsga.org). A member of the team will reach out to you to discuss your request.

### 13. How do I contact the Human Resources, Leave Administration team?

The Leave Administration can be reached via [Leaves@dekalbschoolsga.org](mailto:Leaves@dekalbschoolsga.org). Submit a leave application via [Leaves@dekalbschoolsga.org](mailto:Leaves@dekalbschoolsga.org) or fax (678-875-5200). Leave applications and additional resources can be found via the employee portal – *Divisions>HR>Resources>Leaves*.

**\*Employee is defined as an individual who is full-time or part-time with benefits.**

