



Department: Human Resources
Policy Number: HUM-A092
Effective Date: 05/18/20

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) COVID-19

The purpose of this policy is to inform all employees of their rights under the Families First Coronavirus Response Act (FFCRA) which requires the Clarksville-Montgomery County School System to provide eligible 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.

A. Amount of Leave:

1. Employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons.
2. Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for the care of his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

B. Qualifying Reasons for Leave related to COVID-19:

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

C. Paid Leave entitlements:

The paid leave entitlements listed below will be used first before an employee is required to use their current leave balance. Employees may use accrued balance if available when only receiving the two-thirds option for number 4, 5 and 6 (see above). If you are using leave to care for a child whose school or place of care is closed due to COVID (option 5 above) you are eligible for 12 weeks total, which can include the use of the paid sick leave for the first ten (10) days or CMCSS accrued paid time for the first ten (10) days and use of accrued leave if available to offset the two-thirds leave benefit.

- 100% for qualifying reasons (numbers 1-3) above, up to \$511 daily and \$5,110 total
- Two-thirds for qualifying reasons (numbers 4 and 6) above, up to \$200 daily and \$2,000 total
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at two-thirds for qualifying reason (number 5) above, for up to \$200 daily and \$12,000 total

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

D. Provisions:

1. Employees Request and Notice. An employee requesting leave due to reasons related to COVID-19 must provide notice of the leave to his/her immediate supervisor and the Human Resources Department. Form ([HUM-F119](#)) must be completed in order to take leave. The request should be made with as much lead-time as possible, normally within one or two working days of when employee becomes aware of the need for the leave due to COVID-19 related issues. Exceptions will be made in extraordinary circumstances.

Within five (business) days after the employee has provided such notice, the Human Resources Department will complete and provide employee with a Notice of Eligibility and Rights.

2. Health Care Provider form ([HUM-F108](#)) is required for above reason (2) when employee has been advised by a health care provider to self-quarantine related to COVID-19. Health Care Provider form ([HUM-F108](#)) can be submitted after medical diagnosis for reason (3) when employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

Copy of documentation also is required for the following reasons:

- (1) Subject to Federal, State or local quarantine or isolation order related to COVID-19

- (6) Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services
 - (4) Orders or Medical Note is required if caring for an individual subject to an order or is in self-quarantine.
3. Coronavirus Leave for Child Care Information Form ([HUM-F120](#)) is required for above reason (5) when employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
 4. Group Health Insurance: During the period of leave under the Families First Coronavirus Response Act (FFCRA), group health insurance coverage will remain in effect. If paid leave is substituted, the employee’s portion of the premium will be paid by payroll deduction as it normally is. If all or part of leave is unpaid, the employee must pay the entire premium at the same time that it would be made by payroll deduction.

Implementing Procedures: [HUM-P048](#) - Families First Coronavirus Response Act (COVID-19) Leave of Absence Request Procedure

Associated Documents:

- [HUM-F119](#) - FFCRA Request
- [HUM-F120](#) - Coronavirus Leave for Child Care Information Form
- [HUM-F123](#) – Employee Information for FFCRA Leave Request
- Employee Rights in relation to Families First Coronavirus Response Act
- Wage and Hour Division
- United States Department of Labor
- Request for Families First Leave request form
- Health Care Provider Certification/Health Department Certification or Order

Revision History:

Date:	Rev.	Description of Revision:
5/18/20	IR	
6/15/20	A	Revised C. para. 1.

***** End of Policy *****



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