



Families First Coronavirus Response Act (FFCRA)

Effective April 1, 2020

Frequently Asked Questions

Based on the Department of Labor Guidelines

QUESTION	ANSWER
<ul style="list-style-type: none"> • Will my check be taxed? 	<ul style="list-style-type: none"> • Yes.
<ul style="list-style-type: none"> • When will I be paid? 	<ul style="list-style-type: none"> • Your pay will align with the current payroll cadence. We will not be issuing off cycle checks. The timing of when your request is approved will determine when you will be paid.
<ul style="list-style-type: none"> • May I use vacation, sick leave, or other type of leave to avoid working? 	<ul style="list-style-type: none"> • Employees may request leave time in accordance with existing leave policies, including the respective collective bargaining agreements, board policies, and employee handbook.
<ul style="list-style-type: none"> • Is the COVID-19 virus an FMLA qualifying condition and will I be able to use FMLA leave? 	<ul style="list-style-type: none"> • FMLA leave <u>may</u> be available in relation to your illness or the illness of a qualifying family member. The usual medical documentation may be required. This is subject to the employee's availability for FMLA and the rules under FMLA, not EFMLEA.
<ul style="list-style-type: none"> • How will the COVID-19 leave work? How do I request it? 	<ul style="list-style-type: none"> • The employee should contact their immediate supervisor if they feel they qualify for COVID-19 leave or experiencing circumstances related to COVID-19 that require them to be away from work.
<ul style="list-style-type: none"> • Can I be assigned to perform work that is not normally part of my position? 	<ul style="list-style-type: none"> • Yes, in times of emergency all SDMC employees must remain flexible to get the work done and may be asked to do work outside of their normal duties. Employees should anticipate being asked to perform work in place of absent or ill co-workers.
<ul style="list-style-type: none"> • What if my children's school or daycare provider is closed and I have no one else to take care of my children? 	<ul style="list-style-type: none"> • It's important for you to talk to your supervisor as soon as possible about your options, given your duties at SDMC. If you will not be working, you may request to use paid leave time (including FFRCA or EFMLEA) or choose to utilize unpaid leave. You can also talk to your supervisor about the possibility of a flexible work schedule.

<ul style="list-style-type: none"> • If I have flu-like symptoms or am confirmed to have the COVID-19 virus, may I work remotely? 	<ul style="list-style-type: none"> • If the nature of your work allows for remote completion, your healthcare provider indicates working remotely is possible despite your symptoms, and you are approved to do so by your supervisor, you may work remotely.
<ul style="list-style-type: none"> • If I am advised by my physician or public health authorities to self-quarantine and not work, will I be paid, or must I use sick leave? 	<ul style="list-style-type: none"> • You should contact your supervisor about the advice received and request the time off. Your supervisor may require medical documentation from you in accordance with normal leave policies. However, supervisors are encouraged to be flexible about requiring such documentation. You must use EPSLA, FMLA (subject to employee availability) or sick leave or other leave time if you are advised to self-quarantine unless your supervisor is able to plan for you to work remotely. EFMLEA does not apply.
<ul style="list-style-type: none"> • Is an employee covered by EPSLA or EFMLEA if they have not been in direct contact with a diagnosed COVID-19 patient? 	<ul style="list-style-type: none"> • No. The employee must have been in direct contact with the diagnosed COVID-19 patient and be displaying symptoms in order to be deemed suspected COVID-19. In order to be deemed suspected, the employee must meet at least one criteria as defined by the CDC.
<ul style="list-style-type: none"> • If I have traveled, what precautions must I take before returning to work? 	<ul style="list-style-type: none"> • If you are exhibiting flu-like symptoms, contact your healthcare provider via telephone. You are required to self-quarantine for 14 days before returning to work if you are returning from any of the following states: California, Illinois, New York, or Washington, or the following countries: Austria, Belgium, China, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Iran, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, San Marino, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, United Kingdom, Vatican City, or any other 'COVID-19 Hot Spot'. Or any cruise.

	<ul style="list-style-type: none"> If you are returning from any other travel, you should self-monitor for symptoms of acute respiratory illness or the flu-like symptoms. Should you begin to exhibit any such symptoms, you must avoid coming to work and contact your healthcare provider via phone immediately.
<ul style="list-style-type: none"> If I am required to self-quarantine may I use sick leave in order to remain in paid status, even if I am not exhibiting acute respiratory illness or flu-like symptoms or am not otherwise ill? 	<ul style="list-style-type: none"> Yes, you may use sick leave during a self-quarantine in order to remain in paid status. You may also be eligible to use EPSLA or FMLA, subject to employee availability under this circumstance. EFMLEA does not apply.
<ul style="list-style-type: none"> If I do not have available leave to remain in paid status during a self-quarantine may I use an unpaid leave? 	<ul style="list-style-type: none"> Yes, employees can use an unpaid leave during a self-quarantine. Employees are encouraged to contact the Benefits Office, absence@manateeschools.net, to learn about leave options available per union contract, board policy, and employee handbook. UNPAID Leave policy will apply.
<ul style="list-style-type: none"> What should I do if I am showing symptoms of the virus? 	<ul style="list-style-type: none"> Minimizing the spread of the virus is critical. If you are showing symptoms, contact your health care provider and/or local health authorities. You should also contact your supervisor. Use of EPSLA, sick leave, or other paid or unpaid leave will be handled pursuant to existing policies and procedures. If you are an employee required to work on site and are showing symptoms, your supervisor may direct you to leave work and use available leave until you are cleared to return to work by a health care provider.
<ul style="list-style-type: none"> As an employee, if I am feeling anxious or troubled by the uncertainty that exists, where do I get assistance? 	<ul style="list-style-type: none"> Please contact SDMC Employee Assistance Provider. They are ready to assist you and your family. Call 866-553-1848. You'll speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require. Visit www.guidanceresources.com and enter your company ID: Manatee

<ul style="list-style-type: none"> • I still have questions, who can I contact regarding COVID-19 employment issues? 	<ul style="list-style-type: none"> • HR@manateeschools.net • absence@manateeschools.net
<ul style="list-style-type: none"> • What's the maximum number of hours I will be paid under the EPSLA? 	<ul style="list-style-type: none"> • Max of 80 hours Total
<ul style="list-style-type: none"> • I normally work 5 hours per day and 25 hours per week, how many hours will I be paid for under the EPSLA if I qualify? 	<ul style="list-style-type: none"> • 50 Hours
<ul style="list-style-type: none"> • How long will this expanded paid sick leave be available? 	<ul style="list-style-type: none"> • December 31, 2020
<ul style="list-style-type: none"> • Am I eligible for EPSLA even if my supervisor said I can work from home? 	<ul style="list-style-type: none"> • NO, if an employee is able to perform the work remotely, they will not qualify for PAID leave under the EPSLA.
<ul style="list-style-type: none"> • I think a fellow employee may be sick with COVID-19. What should I do? 	<ul style="list-style-type: none"> • Keep your distance and notify your supervisor immediately. If your supervisor is not available, please contact Human Resources at 941.708.8770.
<ul style="list-style-type: none"> • How many weeks of FMLA can an employee use? 	<ul style="list-style-type: none"> • An employee can only use up to a total of 12-weeks over the last 12 months of employment.