

REGULATION

PATERSON SCHOOL DISTRICT

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Federal Emergency Leave Benefits

R1649 FEDERAL EMERGENCY LEAVE BENEFITS

The District will provide paid work leave in accordance with applicable collective bargaining provisions and federal and state labor laws, including the Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) for employees who are unable to work for certain reasons related to the ongoing public health emergency. This regulation applies to leave requests for the period from April 1, 2020 through December 31, 2020.

A. Federal Emergency Sick Leave.

1. Employees will receive two weeks, up to 80 hours, of paid emergency sick leave to care for themselves or a family member due to coronavirus quarantine/isolation, illness, or symptoms, or to care for their child during school/childcare closures.
 - a. Full-time employees will receive 80 hours of paid leave. Leave time for part-time employees will be based on the average number of hours the employee typically works over a two-week period.
 - b. Employees will receive their regular wages or \$511 per day, whichever is less, when using emergency sick leave to care for themselves due to quarantine/isolation, illness, or symptoms.
 - c. Employees will receive two-thirds their regular wages or \$200 per day, whichever is less, when using emergency sick leave to care for a family member due to coronavirus quarantine/isolation, illness, or symptoms, or to care for their child during school/childcare closures.
2. Emergency sick leave is in addition to the employee's earned sick leave.



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- a. Employees will not be required to use their earned sick leave before using emergency paid sick leave.
 - b. Employees may use earned sick leave to care for themselves or a family member due to coronavirus quarantine/isolation, illness, or symptoms, or to care for their child during school/childcare closures.
3. Employees must submit their requests for emergency sick leave to the Staff Attendance Office with supporting documentation.
- a. Documentation must include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
 - b. An employee requesting to take emergency paid sick leave to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.
- B. Federal Emergency Childcare Leave.
1. Employees who have worked in the District for at least 30 calendar days will receive up to 12 weeks of paid emergency childcare leave to care for their child during school/childcare closures related to the ongoing public health emergency.



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2. The first two weeks (10 days) of leave will be unpaid, unless the employee uses other paid leave for those days.
3. Full-time employees will receive two-thirds their regular wages or \$200 per day, whichever is less, when using emergency childcare leave to care for their child during school/childcare closures related to the ongoing public health emergency. Leave pay for part-time employees will be based on the average number of hours per day the employee typically works.
4. Employees must submit their requests for emergency childcare leave to the Staff Attendance Office with supporting documentation. Documentation must include: the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.

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