



Preparing Today's Students for Tomorrow's World

HANFORD JOINT UNION HIGH SCHOOL DISTRICT

823 West Lacey Boulevard • Hanford, California 93230 • www.HJUHS D.org • 559-583-5901 • Fax 559-589-9769

Families First Coronavirus Response Act: Employee Paid Leave Rights

Effective January 1, 2021, the Hanford Joint Union High School District is extending the leave previously provided through the Families First CoronaVirus Response Act (FFCRA) (HR 6201) and expired December 31, 2020, through March 31, 2021. This means that any unused FFCRA leave may continue to be used through March 31, 2021 for qualifying events related to COVID-19. Below is a summary of the leave benefits that are being extended. These extended emergency benefits will be applied before the employee's regular leave accruals are used.

If you have questions regarding your eligibility or benefits, please contact Payroll: Tammy Nichols at tnichols@hjuhsd.org for Certificated and Sheri Salazar at ssalazar@hjuhsd.org for Classified.

EFFECTIVE April 1, 2020 through March 31, 2021

Emergency Paid Sick Leave Act (EPSLA): This leave is up to two (2) weeks of paid leave. EPSL pay is calculated based on the employee's regular rate of pay but is limited to either (A) \$511 per day if the employee is using the leave for their own use related to COVID-19 (items #1-3 below), or (B) 2/3 of the regular rate of pay (but no less than minimum wage) up to a maximum of \$200 per day if the employee is using the leave to care for an individual affected by COVID-19 (items #4-6 below).

1. Employee is unable to work due to government issued quarantine or isolation order related to COVID-19.
2. Employee has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work.
3. Employee is experiencing symptoms of COVID-19, is seeking diagnosis and is unable to work.
4. Employee is caring for an individual subject to government issued quarantine or isolation order related to COVID-19 or who is caring for an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work.
5. Employee is caring for a son or daughter whose school or childcare is closed or unavailable "due to COVID-19 precautions" and is unable to work.
6. Employee is experiencing "a substantially similar condition" to COVID-19 as specified by certain federal agencies and is unable to work.

Emergency Family & Medical Leave Expansion Act (EFMLEA): This leave is for childcare purposes for minor children related to school or daycare closures due to COVID-19 for up to 12 weeks (item #5 above). The first two weeks is unpaid, unless other leave is utilized, then 10 weeks at 2/3 pay up to a maximum of \$200/day and \$10,000 total. Employees must have been employed for at least 30 days to be eligible.

- The 12 weeks of Emergency Paid Family Leave is subject to the FMLA limits of 12 workweeks annually. These laws do not entitle you to an additional 12 workweeks of leave if you have already exhausted your leave for this year. Similarly, if you utilize this leave now, it will reduce your available leave for the next 12 months. However, even if you have exhausted your FMLA leave, you will be entitled to utilize the two weeks of Emergency Paid Sick Leave for qualifying reasons.

BOARD OF TRUSTEES

Lisa Chavarin

Paul Gillum

Stacie Johnson

Alicia Martella

Paula Massey

Dr. Victor Rosa, Superintendent



Preparing Today's Students for Tomorrow's World

HANFORD JOINT UNION HIGH SCHOOL DISTRICT

823 West Lacey Boulevard • Hanford, California 93230 • www.HJUHS D.org • 559-583-5901 • Fax 559-589-9769

Families First Coronavirus Response Act Leave Request

Employee Name

Job Title

Work Location

Employee ID #

Type of Request: *Select all that apply.*

Emergency Paid Sick Leave Act (EPSLA): **Dates of leave:** _____ **to** _____

- Employee is unable to work due to government issued quarantine or isolation order.
- Employee has been advised to self-quarantine by a healthcare provider and is unable to work.
- Employee is experiencing symptoms of COVID-19, seeking diagnosis and unable to work.
- Employee is caring for an individual subject to government issued quarantine or isolation order related to COVID-19 or who is caring for an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work.
- Employee is caring for a son or daughter whose school or childcare is closed or unavailable "due to COVID-19 precautions" and is unable to work.
- Employee is experiencing "a substantially similar condition" as specified by certain federal agencies and is unable to work.

Emergency Family & Medical Leave Expansion Act (EFMLEA): **Dates of leave:** _____ **to** _____

- Leave is required to care for a minor child due to a school or childcare closure caused by public health emergency and employee is unable to work.

My signature below assures that I meet the criteria listed above and qualify for extended Emergency Paid Leave as I am **unable to work**. Misuse of this leave is grounds for disciplinary action and may also result in a requirement to repay benefits.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Business Office Verification:

Qualifies Does not qualify Reason: _____

Date: _____

Eligibility verified by: _____

BOARD OF TRUSTEES

Lisa Chavarin

Paul Gillum

Stacie Johnson

Alicia Martella

Paula Massey

Dr. Victor Rosa, Superintendent