WAUPACA COUNTY
Families First Coronavirus Response Act (FFCRA) Policy

STATEMENT OF POLICY:
It is the policy of Waupaca County to comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provides employees with two types of leave Emergency Paid Sick Leave (EPSL) and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020.

EMERGENCY PAID SICK LEAVE (EPSL): Emergency paid sick leave will be available for an employee who is unable to work or telework because:

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 because of COVID-19;

3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;

4. The employee is caring for an individual subject (or advised) to quarantine or isolation;

5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons; or

- Eligibility for EPSL
  All employees, regardless of their tenure with Waupaca County, with full-time or part-time status are eligible to receive this benefit.

- Paid Benefits for EPSL
  The Emergency Paid Sick Leave (EPSL) provided by the Families First Coronavirus Response Act allows 10 days (80 hours) of limited paid sick benefit to full-time employees. EPSL is prorated for part-time employees, including part-time employees who otherwise are not eligible for accrued benefits.

  For reasons #1, #2, and #3 employees qualify for 100% of their regular rate of pay, up to $511 per day and $5,110 in total.

  For reasons #4 and #5 qualify for 2/3 their regular rate of pay up to $200 per day and $2,000 in total.
Returning to Work Following EPSL
Employees are required to follow guidelines established by the Centers for Disease Control and Prevention as it relates to ceasing home isolation practices.

EMERGENCY FAMILY MEDICAL LEAVE ACT (EFMLA) EXPANSION: Employees will be entitled to take up to 12 weeks protected leave if an employee is unable to work (or telework) due to caring for the employee’s son or daughter because the child’s school or place of care has been closed or his or her childcare provider is unavailable due to the public health emergency. *Employees who Waupaca County has designated as emergency first responders or health care workers are exempt from EFMLA.

Eligibility for EFMLA
Under the EFMLA all full-time and part-time employees who have been employed with Waupaca County for at least 30 days, prior to taking the leave, are eligible for leave. EFMLA counts towards total available standard FML benefits.

Paid Benefits for EFMLA
The EFMLA provides for up to 12 weeks of protected leave for reason #5, caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons.

The first 10 days of EFMLA may be unpaid (employees may substitute PTO, VAC, or ELB during the 10 day unpaid period OR the 10 days may be paid under Emergency Paid Sick Leave (EPSL), if taken for a qualifying reason.

The remaining 10 weeks of protected leave employees will receive 2/3 their regular rate of pay. Part-time employees are entitled to be paid 2/3 of their usual pay based on the average number of hours worked for the six months prior to taking the leave.

The cap of the paid leave entitlement for employees is $200 per day ($10,000 in total).

REQUESTING LEAVE: Employees should request their need for emergency paid leave as soon as possible, by notifying their supervisor and Human Resources and completing the COVID-19 Emergency Leave Request Form. Calling in “sick” does not qualify as adequate notice. If an employee is incapacitated, the employee’s representative should give verbal notice as soon as possible.

INTERMITTENT EFMLA LEAVE: For employees working on-site, intermittent leave will only be permitted for the qualifying reason related to caring for their minor child whose school or day care is closed, or childcare provider is unavailable. For employees teleworking, intermittent leave may be permitted only if the employee is unable to work their normal schedule of hours and an alternate work schedule is not available. Where intermittent EFMLA is permitted it shall be taken in full or half day increments only.

DOCUMENTATION: Documentation of the reason for the leave must be provided; such as the source of any quarantine or isolation order, or written documentation by a health care provider advising the employee to self-quarantine, or notice that has been posted on a government, school or day care
website, or published in a newspaper, or an email from an employee or official of the school, place of care, or child care provider confirming the employee’s child’s school or day care is closed due to COVID-19 precautions.

Waupaca County understands that requesting healthcare provider documentation may place additional burdens on our medical community during this pandemic, therefore, if the employee’s health care provider is unable to provide written documentation at the time of the request, employee’s will need to provide the name, address, and phone number of the health care provider who has advised the employee to self-quarantine and the date.

**BENEFITS DURING FFCRA LEAVES:** Employee benefits remain in full effect during an employee’s leave under the FFCRA.

**RIGHTS UPON RETURN FROM FFCRA LEAVE:** An employee who takes leave under this policy may be reinstated to the same job or equivalent position upon completion of the leave. Waupaca County may request a Return to Work release. The employee should be fully symptom free for a period recommended by a medical provider.

**EXEMPTIONS:** Pursuant to the FFRCA employers may exclude certain health care workers and emergency first responders from paid sick leave and expanded family medical leaves.

Waupaca County has designated the classifications listed below as “emergency workers” and “health care workers”. These positions will be exempt under the Expanded Family Medical Leave (EFMLA) for childcare, but will be allowed the ability to request and utilize EPSL (up to 80 hrs) subject to the ability to maintain adequate staffing levels.

- Emergency Management Staff
- Medical Examiner
- Deputy Medical Examiners
- Certified Law Enforcement Officers
- Corrections Personnel
- TeleCommunicators
- Public Heath Staff
- Social Workers/Case Managers/Registered Nurses and other professional staff in DHHS providing direct response care to clients
- Maintenance Staff (Jail & Courthouse)

This list is subject to change based on further legislative clarification of the definition or change in the level of the COVID-19 crisis.