

SAMPLE EMERGENCY PAID SICK LEAVE POLICY

(PROGRAM NAME) provide eligible employees with up to 80 hours of paid sick leave for a qualifying need related to a public health emergency.

ELIGIBILITY

Emergency paid sick leave is available to all employees, regardless of the employee's duration of employment prior to the leave.

REASON FOR LEAVE

Leave under this policy is limited to the following circumstances where you are unable to work (including remote or telework) because you are:

1. Subject to a federal, ,state, or local quarantine or isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine due to COVID-19;
3. Experiencing COVID-19 symptoms and seeking medical diagnosis;
4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or advised by a healthcare provider to self-quarantine due to COVID-19 concerns;
5. Caring for your child if the child's school or place of care is closed or the child's care provider is unavailable due to public health emergency; or
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

REQUESTING LEAVE

If you need to take emergency sick leave, provide notice as soon as possible to your supervisor.

COMPENSATION

For full-time employees, you will be paid your regular rate of pay for the 80 hours of sick leave if sick leave is requested for reasons 1, 2, or 3 (listed above) but not to exceed \$511 per day or a total of \$5,110 for the full 80 hours of emergency sick leave.

For full-time employees, you will be paid two-thirds of your regular rate of pay for the 80 hours of sick leave if sick leave is requested for reasons 4, 5, or 6 (listed above) but not to exceed \$200 per day up to \$2,000 for the full 80 hours of emergency sick leave.

Calculation of Rate of Pay:

For part-time and irregular scheduled employees, you will be paid based on the average number of hours you worked for the six months prior to taking the emergency sick leave. Employees who have worked for less than six months prior to the leave are entitled to the average number of hours you would normally be scheduled to work over a two-week period.

For part-time and irregular scheduled employees, you will be paid your rate of pay as calculated above for the two-week time period if sick leave is requested for reasons 1, 2, or 3 (listed above) but not to exceed \$511 per day or a total of \$5,110 for the full two-weeks of emergency sick leave.

For part-time and irregular scheduled employees, you will be paid at two-thirds your rate of pay as calculated above for the two-week time period if sick leave is requested for reasons 4, 5, or 6 (listed above) but not to exceed \$200 per day up to \$2,000 for the full two-weeks of emergency sick leave.

CARRY OVER & INTERACTION WITH OTHER PAID LEAVE

Emergency sick leave will not carry over to the following year.

Emergency sick leave is in addition to any sick leave (or PTO) that you may accrue under (PROGRAM NAME) general employee policies.

At the employee's request, the emergency sick leave may be granted as payment for the initial 10 days of leave permitted by the Emergency Family and Medical Leave Expansion Act.