

Summary Sheet for Staff

Families First Coronavirus Response Act (FFCRA)

Effective April 1, 2020

Employees are eligible for Emergency Paid Sick Leave and/or Emergency Paid Family Medical Leave if they are unable to work, or telework, for a qualifying reason as described below. Both leaves can be used on a continuous basis or, in limited circumstances, on an intermittent basis.

Emergency Paid Sick Leave

Full-Time Employees* are eligible for up to 80 hours paid leave at 100% pay capped at \$511/day (\$5,110 total) for the following reasons:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19; or
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis

Up to 80 hours paid leave at 2/3 pay (or minimum wage of \$12/hr.) capped at \$200/day (\$2,000 total) for the following reasons:

4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2) above;
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

If applicable, for reasons 4-6 above, you will be able to use Vacation and Discretionary time banks to cover the 1/3 pay not covered by the Act.

Emergency Family and Medical Leave

For reason five (5) above after an initial 10-day elimination period, which can be covered by the Emergency Paid Sick Leave above, you have an additional 10 weeks (minus any other FMLA time taken in the past 12 months) of partially paid expanded family medical leave.

It will be paid at a rate of 2/3 your regular pay rate capped at \$200 per day and \$10,000 total. If applicable, you will be required to use Vacation and Discretionary time banks to cover the 1/3 pay not covered by the Act.

Requesting Leave under the FFCRA

- Request Forms must be completed and sent to Human Resources (~HR@countrybank.com) after sharing your request with your Manager.
- HR will manage and input the time in ADP for both Emergency Paid Sick and Emergency FML Leave.
- HR contact for all FFCRA Leave requests is Joyce Stasinos (phone # 413-277-2082).

**Full-time employees are defined under the law as those who are regularly scheduled to work 40 hours or more per week. For part-time employees, the number of paid sick leave hours available would equal the number of hours that a part-time employee works on average over a 2-week period.*