

## **EMERGENCY PAID SICK LEAVE ACT POLICY**

### **Emergency Paid Sick Leave**

All Employees will be entitled to paid sick leave as provided for in the Emergency Paid Sick Leave Act ("EPSLA"), a part of the Families First Coronavirus Response Act. The EPSLA became effective on April 1, 2020 and will remain in effect until December 31, 2020.

### **Eligibility for Emergency Paid Sick Leave**

Employees are eligible for Emergency Paid Sick Leave when they are unable to work or telework due to any of the following reasons:

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 due to concerns related to 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 who is subject to a federal, state, or local quarantine or isolation order or who has been advised by a health care provider to self-quarantine;
5. The employee is caring for a son or daughter whose school or place of child care has been closed or whose child care provider is unavailable due to COVID-19 precautions; or
6. The employee is 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.

### **Benefits**

Full-time employees are entitled to 80 hours of paid leave. Part-time employees are entitled to be paid for the number of hours they work, on average, over a two-week period. Employee leave taken due to a local quarantine, physician-recommended self-quarantine, or experience of COVID-19 symptoms (1, 2, and 3 above) will be paid as prescribed in the Families First Coronavirus Response Act. No employee's pay will exceed the employee's current pay rate or salary.

Employee leave taken due to an employee caring for a person subject to quarantine or advised by a physician to self-quarantine; to care for a son or daughter whose school or day care is closed; or for a substantially similar condition specified by the head of a federal agency (4, 5, and 6 above) will be paid as prescribed in the Families First Coronavirus Response Act. No employee's pay will exceed the employee's current pay rate or salary.

If an employee qualifies for both Emergency Paid Sick Leave and for Expanded Family Medical Leave under the Emergency Family and Medical Leave Expansion Act ("EFMLEA") [cross-reference to EFMLEA policy], the employee is entitled to use Emergency Paid Sick Leave for the first 10 workdays of EFMLEA leave, which would otherwise be unpaid.

Paid sick time under the EPSLA cannot be carried over past December 31, 2020, and employees who resign, retire, are terminated, or otherwise are separated from employment will not be compensated for unused sick time that accumulated under the EPSLA.

### **Notice of Leave Request**

After the first workday on which an employee receives paid sick time under the EPSLA, the employee must provide written notice to Kevin McNaught / Executive Director & Christopher Pagano / Director regarding continued use of paid sick leave. A failure to provide timely notice may result in the request being denied. Employees also must provide a written statement explaining the reason for taking leave.

### **Return to Work**

Chancellor Academy reserves the right to prohibit an employee from returning to work if that employee exhibits symptoms indicative of COVID-19 or is known or suspected to have been in contact with someone diagnosed with or exhibiting symptoms of COVID-19. Chancellor Academy also reserves the right to require medical documentation of clearance to return to work in the event the reason for leave is based upon reasons 1, 2, or 3 above.

### **Administration of This Policy**

Kevin McNaught, Christopher Pagano, Dawn French, & Lillian Loehwing are responsible for the administration of this policy. Any questions regarding this policy or questions about Emergency Paid Sick Leave under the EPSLA that are not addressed in this policy should be directed to Kevin McNaught, Christopher Pagano, Dawn French, & Lillian Loehwing.

This policy addresses absences specifically for leave under the Emergency Paid Sick Leave Act. It does not cover other absences under any other leave policy.

Any employee who abuses this policy or takes leave not in accordance with this Policy will be subject to disciplinary action, up to and including termination of employment.

This policy is not an employment contract and shall not be deemed to create a contract of employment, express or implied. Nothing in this policy alters the at-will nature of the employment.