

Family First Credit Union

Families First Coronavirus Response Act (FFCRA) Policy

General Policy Statement:

Family First Credit Union will comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA), as administered by the Department of Labor and effective until December 31, 2020.

FFCRA provides employees with Emergency Paid Sick Leave and Emergency Paid Family and Medical Leave if they are affected by COVID-19. The Credit Union will not discharge, discipline, or otherwise discriminate against any employee who takes paid sick leave under the FFCRA and files a complaint or institutes a proceeding under or related to the FFCRA.

Guidelines:

- 1. Qualifying Reasons for Leave Related to COVID-19.** An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:
 - A. Is subject to a Federal, State or local quarantine or isolation order related to COVID-19;
 - B. Has been advised by a health care provider to self-quarantine related to COVID-19;
 - C. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - D. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 - E. Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
 - F. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

2. Emergency Paid Sick Leave

Regardless of their time of employment with the Credit Union, a full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period based on their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons A-C above, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).
- 2/3 for qualifying reasons D-F above, up to \$200 per day and \$2,000 in aggregate (over a 2-week period).

3. Emergency Family Medical Leave Act Expansion

Full-time and part-time employees who have been on the Credit Union's payroll for 30 days, prior to taking the leave, may also be eligible for an additional 10 weeks of expanded family and medical leave, paid at:

- 2/3 for reason E above (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), up to \$200 per day and \$10,000 in the aggregate (over a 10-week period).

The Credit Union will follow and comply with all other obligations under the Family Medical Leave Act (FMLA).

4. Notices

The Credit Union will post the required FFCRA notice in a conspicuous location and will also send the notice to all employees electronically.

5. Documentation

The Credit Union will maintain documentation for the reason of the employee's leave, such as the source of any quarantine or isolation order, or the name of the health care provider who has advised the self-quarantine.

For employees taking expanded family and medical leave to care for a child whose school or place of care is closed, or childcare provider is unavailable due to COVID-19, the Credit Union will obtain the appropriate documentation in support of such leave, similar to conventional FMLA requests.