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**To All Fresno Unified Employees**

**Re: Notice to Employees: Employee Paid Leave Rights and the Families First  
Coronavirus Response Act**

Due to the passage of the Families First Corona Virus Response Act (HR 6201) you may be entitled to one or more of the emergency leave benefits listed below. These provisions will be effective from April 1, 2020 through December 31, 2020. Below is a summary of the new leave benefits but please refer to the DOL Notice for more detailed information.

If you have questions regarding your eligibility or benefits, please contact the HR Leaves Desk at [HRLeavesdesk@fresnounified.org](mailto:HRLeavesdesk@fresnounified.org).

**EFFECTIVE APRIL 1, 2020**

**1) Public Health Emergency Paid Family Leave (leave for childcare purposes for minor children caused by school or daycare closures)**

- i. Employee has been employed for at least 30 days to be eligible
- ii. Employee needs to care for a minor child due to a school or childcare closure caused by public health emergency and is unable to work or telework.

**BENEFIT: Up to 12 weeks of leave. First two weeks unpaid, unless other leave is utilized, then 10 weeks at 2/3 pay up to a maximum of \$200/day and \$10,000 total.**

**2) Emergency Paid Sick Leave** is available to certain employees under the following conditions:

- i. Employee **is unable to work** due to government issued quarantine or isolation order related to COVID-19.
- ii. Employee has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work.
- iii. Employee is experiencing symptoms of COVID-19, is seeking diagnosis and is unable to work.
- iv. Employee is caring for an individual subject to (i) or (ii) above.
- v. Employee is caring for a minor child due to a school or childcare closure caused by a public health emergency and employee is unable to work or telework.

- vi. Employee is experiencing “a substantially similar condition” to COVID-19 as specified by certain federal agencies and is unable to work.

**BENEFIT FOR REASONS i.-iii.: Up to 2 weeks leave at full pay, up to a maximum of \$511 per day and \$5110 total for reasons (i-iii).**

**BENEFIT FOR REASONS iv.-vi.: Up to 2 weeks leave at 2/3 pay, up to a maximum of \$200 per day and \$2000. May be used to provide pay during the first 2 weeks of unpaid Public Health Emergency Leave.**

**IMPORTANT NOTES:**

- Emergency Paid Sick leave for an employee’s own condition, and Emergency Paid Sick Leave to care for others, when combined may not exceed 2 weeks total.
- The 12 weeks of Public Health Emergency Paid Family Leave is subject to the FMLA limits of 12 workweeks annually. These laws do not entitle you to an additional 12 workweeks of leave if you have already exhausted your leave for this year. Similarly, if you utilize this leave now, it will reduce your available leave for the next 12 months. However, even if you have exhausted your FMLA leave, you will be entitled to utilize Emergency Paid Sick Leave for qualifying reasons.
- These emergency benefits will be applied before the employee’s regular accruals are used.

For your reference the District is also providing a copy of the Federal Department of Labor Employee Rights Notice regarding the Families First Coronavirus Response Act.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► 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:

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| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>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</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
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### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



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