**POTENTIAL COVID-19 LEAVE OF ABSENCE BENEFITS**

**New Leave of Absence Form Requirement**

To: Employee

[**Company Name**] (“the Company”) provides leave of absence benefits in accordance with all state and federal laws, as well as those additional benefits outlined in our Employee Handbook. The new Families First Coronavirus Response Act (“FFCRA”) provides two new statutory leave benefits for qualifying employees: Emergency Sick Paid Leave (“ESPL”), and Emergency Family and Medical Leave Expansion Act Leave (“E-FMLA”). By law, these benefits are only available to our employees on or after April 2, 2020.

*Requests for leaves of absence under the new laws, or under former laws, or Firm benefits, must be placed on our Request for Leave of Absence Form (attached).* The directions and explanations on the Form should help you understand your benefits, and assist you in timely completing and submitting the Form and any documentary requirements. Submit the complete Request for Leave of Absence Form to Human Resources (**insert human resources contact person and contact information**). You may also contact Elaine, or your supervisor, with any leave of absence questions or concerns you may have.

**Emergency Sick Paid Leave Benefit (“ESPL”)**

Under ESPL, you may be entitled to emergency paid sick leave for certain COVID19-related absences. Eligible full-time employees may seek up to 80 hours of paid sick leave (“PSL”), in addition to any accrued PTO. Eligible part-time employees make seek PSL up to the average hours worked in a 2-week period, in addition to any accrued PTO. You *may* be eligible for ESPL benefits if are unable to work or telecommute because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19
2. You have been advised by a health care provider to self-quarantine due to COVID-19 concerns
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis
4. You are caring for an individual subject to a governmental quarantine order or who has been advised by a healthcare provider to self-quarantine
5. You are caring for a child (including a biological child, stepchild, or foster child, “qualifying child”) whose school or place of care has been closed or is unavailable due to COVID-19 precautions
6. Other conditions that may be defined by the U.S. Department of Health and Human Services

Qualifying employees under Items 1 through 3 will be paid the *lesser* of your normal pay rate or $511.00, subject to a maximum aggregate of $5,110.00. Qualifying employees under Items 4 through 6 will be paid the *lesser* of 2/3rds of your normal pay or $200.00, subject to a maximum aggregate of $2,000.00.

**Emergency Family and Medical Leave Expansion Act Leave Benefit (“E-FMLA”)**

Under E-FMLA, eligible employees may be entitled to up to 12 weeks of FMLA leave if (a) you have been employed by the Company for at least 30 days on the day of your request AND (b) you are unable to work or telecommute because you have a necessary childcare need for a qualifying child whose school or daycare is closed due to an emergency declared by a federal, state, or local authority for COVID-19 reasons, or the childcare provider is otherwise unavailable.

Under E-FMLA, the first 10 days of qualifying leave are unpaid unless you elect to use accrued PTO available under the Company’s existing benefits, or you are eligible for ESPL benefits, as described above. After the first 10 days, you will receive the lesser of 2/3rds of your normal pay rate or $200.00 per day, subject to a maximum aggregate of $10,000.00.