

12 4-14-20

**Expanded Family and Medical Leave Act Policy Addendum**

**PURPOSE:** To establish policy and guidelines under the Family First Coronavirus Response Act (FFCRA) in addition to Woodbury County's current Family and Medical Leave policy.

**STATEMENTS OF POLICY:**

**General.** As provided by the 2020 Family First Coronavirus Response Act (FFCRA), Woodbury County will provide employees paid sick leave and expanded family and medical leave for specific reasons related to COVID-19.

**Qualifying Reasons for Leave Related to COVID-19**

- 1) The employee 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;
- 3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 4) is caring for an individual who is subject to an order described in (1) or self-quarantine as described in (2);
- 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.

**Paid Leave Available**

Up to two weeks or a part-time employees' 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 at:

- 100% for qualifying reasons #1-3, up to \$511 daily and \$5,110 total
- 2/3 for qualifying reason #4 and #6, 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 2/3 for qualifying reason #5 for up to \$200 daily.

**Certification**

Woodbury County will require a certification/note from a health care provider supporting the COVID-19 related symptoms diagnosis for themselves or the individual the employee is caring for. Also, the notice or communication regarding the closure of a school or place of care for an employee's child will also be required.

If any provisions of this, or any other Woodbury County policy, are in conflict with the mandatory provision of FFCRA, the provisions of FFCRA shall control.

EFFECTIVE: 4/01/2020 to 12/31/2020

BOARD CHAIRMAN SIGNATURE: \_\_\_\_\_