

Kern County Families First Coronavirus Response Act Implementation Policy

Effective Wednesday, April 1, 2020

The Families First Coronavirus Response Act (FFCRA) is effective April 1, 2020 through December 31, 2020. The County will implement the FFCRA in accordance with the guidance provided by the United States Department of Labor (<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>), and as follows:

Emergency Paid Sick Leave

The County will provide up to 80 hours of emergency paid sick leave (EPSL) for each full-time regular or temporary employee (amount is pro-rated for part time employees) if the employee is **unable to work or telework** because the employee:

1. Is subject to federal, state, or local quarantine or isolation order related to COVID-19;
 2. Has been advised by a health care provider to self-quarantine due to COVID-19 related concerns;
 3. Is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
 4. Is caring for an individual who meets the specifications in (1) or (2) above;
 5. Is caring for a son or daughter if the school or place of care has been closed or the child care provider is unavailable due to COVID-19 precautions; or
 6. 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.
- The EPSL is available for immediate use regardless of how long you have worked with the County.
 - EPSL may be used in tenth of an hour increments for reason #5 above only.
 - You do not have to use other leave balances before using EPSL.
 - **Emergency responders and health care workers are excluded from the EPSL.**

Expanded Family and Medical Leave

The FFCRA establishes expanded job protected leave under FMLA (EFMLA) when an employee is **unable to work or telework** due to a need to care for a minor son or daughter if the school or place of care has been closed or the child care provider is unavailable due to a public health emergency. This is in effect for temporary and regular employees.

- The first 10 days of the emergency EFMLA leave is unpaid, but employees can choose to use the EPSL discussed above, or other leave balances.
- The County will provide paid leave for all hours the employee would normally be scheduled to work for the remainder of the 12 weeks of EFMLA.
- EFMLA may be used in a tenth of an hour increment.
- Applies to all employees who have been employed at least 30 calendar days.

- Employees who have already exhausted part or all of their 12 weeks of FMLA during the rolling calendar year are ineligible for the full 12 weeks of EFMLA.
- **Emergency responders and health care workers are excluded from EFMLA.**

Required Information

Employees electing to take one or both of the leaves under this policy shall complete the required leave request form and provide the required additional information, or provide the information needed to complete the form orally to their departmental payroll clerk prior to taking the leave of absence.

The required information for one or both of the leaves under this policy shall include one of the following:

- The name of the government entity issuing the quarantine or isolation order.
- The name of the physician advising the employee or the individual they are giving care to regarding the need to self-quarantine due to COVID-19.
- The name of the child being cared for and the name of the school, place of care, or child care provider that has become closed or unavailable due to COVID-19.