



HUMAN RESOURCES

COVID-19 Employee Frequently Asked Questions: Leave Reporting

In addition to existing employee leave balances, the Families First Coronavirus Response Act (FFCRA) created a paid leave type that is available to all employees in certain circumstances related to COVID-19. Employees who are not able to work due to certain COVID-19 related reasons may have access to FFCRA leave, their own accrued leave types, and telework if eligible and approved. The below frequently asked questions are designed to assist employees in understanding what leave may be used for specific circumstances. If you have questions not addressed below or would like to review your specific circumstances please contact the payroll department at payroll@matsuk12.us or via phone at 761-4357 opt. 4.

1. What leave is available under the Families First Coronavirus Response Act (FFCRA)?

The FFCRA generally provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider) and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; or*
- *Up to 12 weeks of **paid sick leave** and expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

2. How do I request leave under the FFCRA?

To access leave under the FFCRA please submit the Families First Coronavirus Response Act Leave Request which can be found [here](#).

3. If I qualify for leave under the FFCRA can I use my own leave to supplement my pay if it is only paid at 2/3 my regular rate? Do I have to use my own leave to supplement my time?

Yes, you can use your own paid leave to supplement leave provided under the FFCRA, which under certain circumstances only allows for paid leave at a rate of 2/3 the employee's regular rate of pay. Individuals who do not want to use their own paid time to supplement pay are not required to do so. For more information about FFCRA leave please contact the Payroll Department at payroll@matsuk12.us.

4. What leave do I enter if I'm sick and am required to stay home as outlined in the MSBSD Employee COVID-19 Guidelines?

Employees who have symptoms consistent with COVID-19, and are seeking a diagnosis may use FFCRA leave. Employees who are sick and do not have, or are not seeking a diagnosis for COVID-19 will use their own accrued paid leave (or leave without pay if all accrued paid leave has been exhausted).

5. Will I be required to use my own paid leave if:

A. I am diagnosed with COVID-19?

Employees who are diagnosed with COVID-19 will have access to FFCRA leave at their regular rate of pay. Employees who are not able to return to work after two weeks will then use their own accrued paid leave (or leave without pay if all accrued paid leave has been exhausted).

B. A family member gets COVID-19?

Employees required to care for a family member diagnosed with COVID-19 will have access to FFCRA at two-thirds their regular rate of pay, but may use paid leave to supplement the remaining one-third of pay. Employees who are following a state mandate to quarantine because a household member is diagnosed with COVID-19 will have access to FFCRA leave at their regular rate of pay. Employees who are not able to return to work after two weeks in either situation will then use their own accrued paid leave (or leave without pay if all accrued paid leave has been exhausted).

C. I'm required to quarantine due to COVID-19?

Employees following a State mandate to quarantine will have access to FFCRA leave at their regular rate of pay. Employees who are not able to return to work after two weeks because symptoms develop or they contract COVID-19 will then use their own accrued paid leave (or leave without pay if all accrued paid leave has been exhausted).

6. I have an underlying health condition that puts me at additional risk under COVID-19 how do I request additional support?

Individuals who have a documented underlying health condition which puts them at greater risk related to COVID-19 should use the ADA interactive process to request accommodations, to include requests to telework, by submitting ADA Medical Inquiry Form and the ADA Request for Accommodations form which can be found [here](#). which can be found here. The District will evaluate each request individually and will work with employees to provide reasonable accommodations.

7. Who do I contact about whether I qualify for leave under FFCRA?



Specific questions regarding leave provided under the Families First Coronavirus Relief Act can be directed to the Payroll Department at payroll@matsuk12.us.

8. Do I need to provide a return to work authorization or doctors notice in order to return to work after being sick?

Employees who are absent due to symptoms consistent with an acute respiratory illness to include fever of 100.4, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, and/or diarrhea or have been diagnosed with COVID-19 will **NOT** be required to provide a doctor's note confirming that they are recovered and may return to work when each of the following has been met:

- a. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- b. At least 10 days have passed since symptoms first appeared.

Employees whose symptoms are the result of something other than COVID-19 and who desire to return to work sooner than the above will be required to provide medical documentation which confirms one of the below:

- a. They are symptom free and have a negative result for a COVID-19 Test; or
- b. Symptoms are mild, not new or worsening, and resulting from another established condition which is not COVID-19.

9. I have a chronic or ongoing medical condition which results in my experiencing some of the symptoms identified for COVID-19. Will I be required to stay home if I have these symptoms?

Employees who are sick must stay home. However, if you have an underlying or chronic health condition which causes symptoms consistent with COVID-19 and they are not new or worsening, you may remain or return to work if you provide appropriate medical documentation which establishes that the symptoms you are experiencing are resulting from a condition which is not COVID-19 and symptoms have not changed from their baseline.

10. What documentation do I need to provide with my request for FFCRA leave?

Some documentation will be required to establish the reason for leave. This might be verification of return from travel, notice of a childcare facility closure, letter from a doctor supporting quarantine. For specific information about what may be required for your individual circumstance please contact the Payroll Department at payroll@matsuk12.us.



11. What if I have already taken FFCRA leave? Can I take FFCRA leave more than once?

FFCRA leave may be taken intermittently but the total leave available is a cumulative total. Meaning that individuals who use the available two weeks of emergency paid sick leave for a qualifying reason may not use another two weeks for a subsequent qualifying reason. Similarly, employees who have exhausted their entitlement to family and medical leave will not be eligible for the expanded family and medical leave provided under the act.

12. What if I don't feel comfortable returning to work due to COVID-19?

Employees who have general questions and concerns about returning to work should contact their immediate supervisor to discuss what mitigation strategies may exist or be planned for the start of the year. Employees who have a documented underlying health condition which puts them at greater risk related to COVID-19 should use the ADA interactive process to request accommodations, to include requests to telework, by submitting the ADA Medical Inquiry Form and the ADA Request for Accommodations form which can be found [here](#). The District will evaluate each request individually and will work with employees to provide reasonable accommodations.

13. If I'm required to quarantine will I be allowed to telework rather than using leave?

Employees whose essential duties may all be successfully performed at home, while school is in session, may be permitted to do so. Employee requests must be supported by their immediate supervisor and approved by the Human Resources Department prior to any telework beginning. Individuals who will be teleworking must complete the Tele-Work Guidance and Acknowledgement form.

14. Do I need to fill out and sign the Tele-work Guidance and Acknowledgement Form if I've been approved to work from home?

Yes, individuals who are going to be working from home need to indicate that they have read and understand the guidance provided regarding tele-work. This is done by completing the Tele-Work Guidance and Acknowledgement form. If you need to receive another copy please contact the human resources department at hr@matsuk12.us.

