

Amendment to Johnson County Leave Policy

The Families First Coronavirus Response Act (FFCRA) requires Johnson County to provide all employees with paid sick leave for specified reasons related to COVID-19. This amendment will apply from April 1, 2020 through December 31, 2020.

Qualifying Reasons for Emergency Paid Sick Leave related to COVID-19

An employee is entitled to take emergency paid leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. 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 subject to an order described in (1) or self-quarantine as described in (2)
5. Is caring for his or her child (under 18 years of age) whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons
6. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services

Paid Leave Entitlements

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid emergency sick leave based on their regular rate paid at:

- 100% for qualifying reasons #1-3 above,
- 2/3 for qualifying reasons #4 and 6 above,
- Up to 12 weeks of paid emergency sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 above

You must provide documentation in support of your paid emergency sick leave. Unless you are teleworking, paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because of qualifying reasons #1, 2, 3, 4, or 6 above. You may take emergency paid sick leave intermittently if you are taking paid sick leave to care for your child whose school or place of care is closed, or whose child care provider is unavailable because of COVID-19 related reasons.

You may not simultaneously take both FFCRA emergency paid sick leave and paid leave that is already provided to you by Johnson County. You must choose one type of leave to take. You will be allowed to supplement the amount you receive from emergency paid sick leave up to your normal earnings with preexisting accrued leave balance.

Unless you are teleworking, once you begin taking paid sick leave for one or more of these qualifying reasons, you must continue to take paid sick leave each day until you either use the full amount of emergency paid sick leave or no longer have a qualifying reason for taking paid sick leave. The limit is imposed because if you are sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the intent of FFCRA is to provide such paid sick leave as necessary to keep you from spreading the virus to others.

If you no longer have a qualifying reason for taking paid sick leave before you exhaust your paid sick leave, you may take any remaining paid sick leave at a later time, until December 31, 2020, if another qualifying reason occurs.

Johnson County will not discharge, discipline, or otherwise discriminate against any employee who lawfully takes emergency paid sick leave under the FFCRA.