

## **Amendment to Johnson County FMLA Leave Policy**

The Families First Coronavirus Response Act (FFCRA) requires Johnson County to provide Extended Family and Medical Leave for certain employees (those caring for his or her child whose school or place of care is closed due to COVID-19 related reasons). This amendment will apply from April 1, 2020 through December 31, 2020.

### **Qualifying Reason for Emergency Expanded Family and Medical Leave related to COVID-19**

An eligible employee is entitled to take Emergency Family and Medical Leave if the employee is unable to work or telework because the employee is caring for his or her child under the age of 18 whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. For this specific situation only, the definition of an eligible employee has changed. An eligible employee is any employee who has worked for Johnson County for at least 30 calendar days.

### **Paid Leave Entitlements**

The first 10 days of the Expanded Family and Medical leave is unpaid leave. The employee may substitute emergency paid sick leave (if eligible), or other accrued leave in place of the unpaid 10 days. After the first 10 days, Johnson County will provide the employee paid leave at the amount no less than 2/3 of your regular rate of pay for the hours you would be normally scheduled for the total 12 weeks. Part-time employees are entitled to leave for his or her average number of work hours in a two week period.

The only type of family and medical leave that is paid leave is expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act when such leave exceeds ten days.

You must provide documentation in support of your request for expanded family and medical leave taken to care for your child whose school or place of care is closed, or child care provider is unavailable due to COVID-19 related reasons.

Intermittent expanded family and medical leave can be permitted when you and your Elected Official/Department Head agree upon such a schedule.

You may not simultaneously take both FFCRA expanded family and medical paid 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 expanded family and medical paid leave up to your normal earnings with preexisting accrued leave balance.

Your eligibility for expanded family and medical leave depends on how much leave you have already taken during the 12-month period that Johnson County uses for FMLA leave. You may take a total of 12 workweeks for FMLA or expanded family and medical leave reasons during a

12 month period. If you have taken some, but not all, 12 workweeks of your leave under FMLA during the current 12-month period determined by Johnson County, you may take the remaining portion of leave available. If you have already taken 12 workweeks of FMLA leave during this 12-month period, you may not take additional expanded family and medical leave.

If you no longer have a qualifying reason for taking expanded family and medical leave before you exhaust your 12 week entitlement, you may take any remaining at a later time, until December 31, 2020, if the qualifying reason reoccurs.

Johnson County will not discharge, discipline, or otherwise discriminate against any employee who lawfully takes leave in accordance with the FFCRA.