

April 1, 2020

On Monday the District shared guidance on expectations for employees working remotely during this time. We appreciate your efforts to adapt to working remotely and continue to emphasize that flexibility is needed given our current unique circumstances. In addition to the flexible time of working remotely, effective April 1, 2020, employees have additional options for leaves of absence through the Families First Coronavirus Response Act (FFCRA) that we wanted to share with you. Specifically, under the FFCRA, there are two types of leave available to employees:

**Emergency Paid Sick Leave:** All current employees are eligible to apply for:

- *Two weeks* (up to 80 hours) of emergency paid sick leave at the employee's regular pay rate (up to a maximum of \$511 per day) if the employee is unable to work, including remote work, because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; **OR**
- *Two weeks* (up to 80 hours) of emergency paid sick leave at two-thirds of the employee's regular pay rate (up to a maximum of \$200 per day) because the employee is unable to work, including remote work, due to the bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services.

**Emergency Family Medical Leave Expansion:** All current employees who have been employed by the District for at least 30 days are eligible to apply for up to twelve weeks of expanded family medical leave, which includes:

- *Up to 2 weeks of unpaid leave and 10 additional weeks* of paid emergency leave at two-thirds of the employee's regular pay (up to \$200 per day) if the employee is unable to work, including remote work, due to a bona fide need for leave to care for a son or daughter (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.

If you are taking expanded family medical leave, you may elect to use Emergency Paid Sick Leave for the first 10 days of that leave period, if eligible, or you may substitute other accrued paid leave you have under District policy.

Generally, this Emergency Paid Sick Leave and Expanded Emergency FMLA may only be taken on a continuous basis and not intermittently. Per federal law, you may take a total of 12 weeks of FMLA in total in a twelve month period, which includes the Expanded Emergency FMLA. Therefore, if you have already taken 12 weeks of FMLA during this twelve month period you are not eligible for additional FMLA leave.

These provisions of the FFCRA are temporary and effective from today (April 1, 2020) through December 31, 2020.

As with all other leaves, you will need to complete paperwork with SDP's Office of Employee Health. To do so, please submit a completed FFCRA cover page and any necessary documentation to Employee Health Services at [employeehealth@philasd.org](mailto:employeehealth@philasd.org) or fax to 215-400-4661. You will also still need to report your absence to your supervisor (and through AESOP for applicable employees).

\*Because leave under the FFCRA is additional paid leave and not an earned leave (such as sick or vacation time), the Pennsylvania Public School Employees' Retirement System (PSERS) has determined that this leave is not retirement eligible and will not count for service credit. This may impact your final pension earnings and your service credit as it relates to vesting and service credit.

If you have additional questions about this new option for leave, please visit the Office of Employee Health website [here](#), review the [federal notification](#), or contact the Office of Employee Health directly at [employeehealth@philasd.org](mailto:employeehealth@philasd.org).