

TVCC Human Resources
Guidance for Leaves under Newly Enacted COVID-19 Federal Legislation

The U.S. Government recently enacted the Families First Coronavirus Response Act which provides COVID-19-related leave as provided below. These options are in addition to the leave TVCC regularly provides full-time benefit eligible employees, and the emergency leave provided for employees under the flexible work arrangements.

Emergency Paid Sick Leave

Effective dates: April 1 through December 31, 2020

Eligible employees: Any TVCC employee

Amount of leave:

Full time employees: up to 80 hours

Part-time employees: the average hours the employee works over a two-week period

Eligible circumstances: When, due to COVID-19 conditions, an employee is unable to be physically present or telework and is:

1. subject to a Federal, State, or local quarantine or isolation order;
2. advised by a health care provider to self-quarantine;
3. experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. caring for an individual subject to an order described in (1) or self-quarantined as described in (2);
5. caring for a child whose school or place of care is closed; or
6. experiencing any other substantially-similar condition specified by federal or state authorities.

Rate of pay for leave:

For situations listed in 1 through 3 above, TVCC will pay an employee their full rate of pay not to exceed \$511 per day.

For situations listed in 4 through 6 above, TVCC will pay employee's at a rate of 2/3 their normal rate of pay not to exceed \$200 per day.

Emergency Family and Medical Leave Expansion Act for Child Care Conditions

Effective dates: April 1 – December 31, 2020

Eligible employees: Any TVCC employee that has been employed for at least 30 days

Amount of leave:

Up to twelve weeks in total

Eligible circumstances: When, due to COVID-19 conditions, an employee is unable to be physically present or telework due to a need to care for a child under 18 years of age due to closure of the child's school or place of care, or unavailability of the child care provider.

Rate of pay for leave:

For the first two weeks of leave:

The employee may use available accrued leave, **Emergency Paid Sick Leave** (described above), or leave without pay.

For weeks three through twelve (subject to continued unavailability of school or child care)

The employee shall receive two-thirds of the individual's salary, provided the amount of paid sick leave shall not exceed \$200 a day.

Reporting:

Employees must discuss the situation giving rise to leave directly with their supervisors and report same via the forms distributed by Human Resources.

***Please know that the Department of Labor is in the process of drafting regulations for the FFCRA. Guidance above may be altered by subsequent statutes, regulations, or institutional needs. ***