The Hernando County School District is not permitting employees to telework in lieu of taking leave as noted below.

### Family First Corona Response Act (FFCRA)

#### Emergency Sick Leave

**Eligibility Criteria**

When an employee is:
1. subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine due to concerns related to COVID–19;
3. experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID–19 precautions; or
6. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**Criteria #1, #2, or #3:** Employee must submit FFCRA Emergency Sick Leave Form and required documentation to site administrator.

FFCRA Emergency Sick Leave Form and documentation submitted to Human Resources.

If approved, employee will be notified in writing by Human Resources for up to 10 days of leave at 100% of daily rate of pay.

Employee must provide a medical clearance letter to Human Resources before reporting back to work.

If denied, employee will be notified in writing by Human Resources.

**Criteria #4, #5, or #6:** Employee must submit FFCRA Emergency Sick Leave Form and required documentation (applicable on #4 and 6) to site administrator.

FFCRA Emergency Sick Leave Form and documentation submitted to Human Resources.

If approved, employee will be notified in writing by Human Resources for up to 10 days of leave at 2/3 of daily rate of pay.

Employee must provide a medical clearance letter to Human Resources before reporting back to work, if eligibility criteria #4 or #6 were met.

If denied, employee will be notified in writing by Human Resources.

#### Emergency Family & Medical Leave Expansion

**Eligibility Criteria**

When an employee is:
1. unable to work due to a need for leave to care for their child, who is under 18 years of age, because:
   a. the child’s elementary or secondary school or place of care has been closed due to a public health emergency or;
   b. the child care provider of such child is unavailable due to a public health emergency. A childcare provider is a provider who receives compensation for providing childcare services on a regular basis.

**Criteria #1:** Employee must submit FFCRA Emergency FMLA Expansion Form and required documentation (if applicable) to site administrator.

FFCRA Emergency FMLA Expansion Form and documentation submitted to Human Resources.

If meeting eligibility criteria, employee must submit FFCRA Emergency FMLA Expansion Form and required documentation (if applicable) to site administrator.

If approved, employee will be notified in writing of eligibility for up to 12 weeks of leave.

The first 2 weeks are unpaid and up to 10 weeks paid at 2/3 of daily rate of pay.

Employee must provide a medical clearance letter to Human Resources before reporting back to work, if eligibility criteria #4 or #6 were met.

If denied, employee will be notified in writing by Human Resources.

**Criteria #2:** Employee must be employed for at least 30 calendar days prior to the leave.

**Criteria #3:** Employee must be employed for less than 30 calendar days prior to the leave.

If approved, employee will be notified in writing by Human Resources for up to 12 weeks of leave. The first 2 weeks are unpaid and up to 10 weeks paid at 2/3 of daily rate of pay.

Employee must provide a medical clearance letter to Human Resources before reporting back to work, if eligibility criteria #4 or #6 were met.

If denied, employee will be notified in writing by Human Resources.

**Not Eligible**

If denied, employee will be notified in writing by Human Resources.

If denied, employee will be notified in writing by Human Resources.