

**Families First Coronavirus Response Act (FFCRA or Act)  
Paid Sick Leave and Expanded FMLA  
Notice to Indian River County BOCC Employees**

The United States Government has approved the **Families First Coronavirus Response Act (FFCRA or Act)** which requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from the effective date, April 1, 2020 through December 31, 2020. The benefits are not retroactive. Attached is the required notice from the Department of Labor. Indian River County is complying with these expanded benefits and providing an additional benefit. A summary of the required leave benefits, additional benefits the County is providing beyond the FFCRA, and information concerning the County's commitment to provide the continuation of critical services is also provided below.

**1) Paid Sick Leave (in addition to current sick leave benefits)**

Generally, the Act provides that covered employers must provide to **all employees**:

- *80 hours of **paid sick leave** (prorated for part-time employees) at the employee's regular rate of pay* where the employee is unable to work (or telework) because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *80 hours of **paid sick leave** (prorated for part time employees) at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care 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, in consultation with the Secretaries of the Treasury and Labor. *During the first two week period, if caring for a child you may elect to substitute any accrued vacation leave, personal leave, or sick leave during this partial paid period.*

*Paid sick leave benefit is capped at established limits – refer to Department of Labor Notice*

**Additional Benefit beyond FFCRA Paid Sick Leave Requirements**

Additionally, the County is providing a benefit beyond what the FFCRA provides, in order to recognize the contribution of employees who are able to continue working either onsite or via telework. The established FFCRA leave expires on December 31, 2020. Under the FFCRA, there is no carryover provision for this leave and employees are not

entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment. However, the County will convert any remaining leave from the two weeks of paid sick leave to that employee's vacation balance the first pay period in January 2021 (unless government extends effective period). This carryover to vacation does not extend to the additional 10 weeks of expanded family and medical leave provided by the FFCRA.

## **2) Expanded FMLA Providing Paid Leave to Care for Child (can be intermittent)**

A covered employer must provide to **employees that it has employed for at least 30 days:**

*Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee is unable to work (or telework) due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

*Paid expanded FMLA benefit is capped at established limits – refer to Department of Labor Notice*

### **Continuation of Critical Services**

As we respond to the COVID-19 threat, Indian River County is also committed to providing critical services for our community. Each work area is identifying crucial staffing necessary to maintain critical services and our infrastructure. The provision of these services is dependent upon our staff who are able to report to work and maintain services. Indian River County is supportive of employees who may qualify to use the federally required sick leave benefit or expanded FMLA benefit and realize that many employees will be able to continue to report to work and provide essential services. The FFCRA leave benefits are available through December 31, 2020. The County is working to provide flexible work schedules, teleworking opportunities, and combinations of paid and unpaid leave time as options to continue to provide critical services to the public while addressing various constraints our employees are facing.

### **Requesting Leave**

If you are requesting FFCRA paid sick leave, you will need to complete the attached FFCRA Paid Sick Leave Request Form and submit it to your supervisor for each pay period you are requesting leave. If you are requesting FFCRA Expanded FMLA for childcare, you must submit the FFCRA Expanded FMLA for Child Care form to your supervisor each pay period you are requesting leave.

If you have questions related to these leave benefits, you may speak with your manager or contact Sheila O'Sullivan at 772-226-1377 or [sosullivan@ircgov.com](mailto:sosullivan@ircgov.com) or Suzanne Boyll at 772-226-1402 [sboyll@ircgov.com](mailto:sboyll@ircgov.com)

Please be aware that this notice is based upon the most up to date federal guidance. We will provide updated information concerning the Act if federal guidance changes.