



INDEPENDENT SCHOOL DISTRICT #318

Human Resource Department

820 NW 1st Ave | Grand Rapids, Minnesota 55744

Holly Christenson | IASC Sub System (Frontline) & HR Secretary | hchristenson@isd318.org | 218-327-5722

Kasie VanQuekelberg | Human Resource Director | kvanquekelberg@isd318.org | 218-327-5708

Families First Coronavirus Response Act (FFCRA) – New Federal Law takes effect 4/1/2020

Paid Sick Leave and Expanded Family and Medical Leave Information

Employee Situation:	Available Options:	Documentation Needed:
<p>Full-time or part-time employee is under quarantine due to a Federal, State, or local isolation order related to COVID-19. <i>Position does not have remote work option.</i></p>	<ul style="list-style-type: none"> Employee has access to emergency paid sick leave of two weeks (cap of 80 hours) paid at regular rate of pay. Hours will be pro-rated for part-time employees based on their regular schedule. Sick leave will not be deducted from their bank. Cap of \$511 per day. Employee can utilize sick leave, personal, vacation, or unpaid (deduct) per their contract once emergency leave is completed. 	<ul style="list-style-type: none"> Documentation of quarantine order required. Complete Families First Coronavirus Response Act (FFCRA) Expanded FMLA Form.
<p>Full-time or part-time employee is under quarantine due to a Federal, State, or local isolation order related to COVID-19. <i>Position has a remote work option.</i></p>	<ul style="list-style-type: none"> Employee can work remotely until order is lifted. If employee does not work remotely, the same options and documentation above under non-remote employees applies. 	<ul style="list-style-type: none"> Communication with supervisor School Related Absence will need entered by building/department secretary. Salaried staff do not need SRA entered.
<p>Full-time or part-time employee has been advised by a health care provider to self-quarantine due to underlying medical conditions related to COVID-19. <i>Position does not have remote work option.</i></p>	<ul style="list-style-type: none"> Employee has access to emergency paid sick leave of two weeks (cap of 80 hours) paid at regular rate of pay. Hours will be pro-rated for part-time employees based on their regular schedule. Sick leave will not be deducted from their bank. Cap of \$511 per day. Employee can utilize sick leave, personal, vacation, or unpaid (deduct) per their contract once emergency leave is completed. 	<ul style="list-style-type: none"> Doctors note documenting underlying condition and the need to self-quarantine required. Complete Families First Coronavirus Response Act (FFCRA) Expanded FMLA Form.

Employee Situation:	Available Options:	Documentation Needed:
<p>Full-time or part-time employee has been advised by a health care provider to self-quarantine due to underlying medical conditions related to COVID-19. <i>Position has a remote work option.</i></p>	<ul style="list-style-type: none"> • Employee can work remotely while students are doing distance learning. • If employee does not work remotely, the same options and documentation above under non-remote employees applies. 	<ul style="list-style-type: none"> • Communication with supervisor • School Related Absence will need entered by building/department secretary. Salaried staff do not need SRA entered.
<p>Full-time or part-time employee is unable to work because Employee has symptoms of COVID-19 and is seeking a medical diagnosis. <i>Position does not have remote work option.</i></p>	<ul style="list-style-type: none"> • Employee has access to emergency paid sick leave of two weeks (cap of 80 hours) paid at regular rate of pay. Hours will be pro-rated for part-time employees based on their regular schedule. Sick leave will not be deducted from their bank. Cap of \$511 per day. • Employee can utilize sick leave, personal, vacation, or unpaid (deduct) per their contract once emergency leave is completed. 	<ul style="list-style-type: none"> • Doctors note documenting visit. Most likely this will be an e-visit or a call into the clinic to see if you should go in. Any documentation that has happened will be accepted. • Complete Families First Coronavirus Response Act (FFCRA) Expanded FMLA Form.
<p>Full-time or part-time employee is unable to work because Employee has symptoms of COVID-19 and is seeking a medical diagnosis. <i>Position has a remote work option.</i></p>	<ul style="list-style-type: none"> • Employee can work remotely until 7 days after the onset of symptoms or 3 days after fever subsides, whichever is longer. • If employee does not work remotely, the same options and documentation above under non-remote employees applies. 	<ul style="list-style-type: none"> • Communication with supervisor • School Related Absence will need entered by building/department secretary. Salaried staff do not need SRA entered.
<p>Employee is unable to work (including remote work) because employee is caring for an individual subject to Federal, State or Local quarantine order or caring for an individual who's doctor has advised needs to be self-quarantined due to concerns related to COVID-19.</p>	<ul style="list-style-type: none"> • Employee has access to emergency paid sick leave of two weeks (cap of 80 hours) paid at 2/3 regular rate of pay. Hours will be pro-rated for part-time employees based on their regular schedule. Sick leave will not be deducted from their bank. Cap of \$200 per day. • Employee can utilize sick leave, personal, vacation, or unpaid (deduct) per their contract once emergency leave is completed. 	<ul style="list-style-type: none"> • Documentation of quarantine order for person you are caring for OR Doctors note documenting underlying condition and the need to self-quarantine for the person you are caring for. • Complete Families First Coronavirus Response Act (FFCRA) Expanded FMLA Form.

Employee Situation:	Available Options:	Documentation Needed:
Employee is unable to work (including remote work) due to need to care for a child under 18 years old because school or daycare is closed, or their childcare provider is unavailable due to COVID-19.	<ul style="list-style-type: none"> • Employee has access to emergency paid sick leave of two weeks (cap of 80 hours) paid at 2/3 regular rate of pay. Hours will be pro-rated for part-time employees based on their regular schedule. Sick leave will not be deducted from their bank. Cap of \$200 per day. Following the two-week sick time, 10 additional weeks of 2/3 pay, capped at \$200 per day are eligible under expanded FMLA. 	<ul style="list-style-type: none"> • Documentation of school or daycare closure is needed. If it's a daycare closure the reason must be included in the provider letter. If your child is school aged and attends a school that is offering childcare, you do not qualify for this paid leave. • Complete Families First Coronavirus Response Act (FFCRA) Expanded FMLA Form.
Employee chooses to stay home due to age but doesn't qualify for FFCRA.	<ul style="list-style-type: none"> • Employee may use paid personal, vacation, sick, or unpaid leave. 	Let your supervisor know and make sure to enter absences like normal.