



FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) LEAVE GUIDANCE

NKC SCHOOLS LEAVE ELIGIBILITY		
Emergency Paid Sick Leave (EPSL)	All District employees are eligible on date of hire	Families First Coronavirus Response Act Leaves (EPSL & EFMLA) available 4/1/2020 - 12/31/2020
Emergency FMLA Leave (EFMLA)	All District employees who have been employed at least 30 calendar days	
Regular FMLA	All District employees who have worked 12+ months and at least 1250 hours in the prior 12 months for the district.	Existing leaves (Short Term Medical Leave & FMLA) available on an ongoing basis.

“The **Families First Coronavirus Response Act (FFCRA)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. These provisions will apply from the effective date through December 31, 2020.” (www.dol.gov, 2020)

The next page provides a chart outlining types of leaves available to district employees under the FFCRA. For more information, please refer to the Employee Responsibilities and FAQs document.

To request accommodations, please contact Melody Wood at 816-321-6508 or melody.wood@nkcschools.org to obtain a form.

In some instances, more than one leave type may be available. To receive the most beneficial leave available, review this chart from left to right.



NKC Schools
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	FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) LEAVES		EXISTING NKC SCHOOLS LEAVE
Employee unable to work due to the following:	Emergency Paid Sick Leave (EPSL) <i>10 working days (for a total of up to 80 hours, but based on scheduled hours worked) of 100% paid leave</i>	Emergency Family Medical Leave Act (E-FMLA) <i>Up to 12 weeks of leave, with up to 10 weeks paid E-FMLA leave at 2/3 pay, continued insurance and job security, not to exceed a total of 12 weeks of all types of FMLA</i>	Approved Paid Leave (APL) and Carry-over Approved Paid Leave (CAPL) <i>Employee leave accumulated for personal and carry-over time.</i>
<ul style="list-style-type: none"> •Being subject to federal/state/local quarantine •Being advised by health care provider to self-quarantine •Experiencing COVID-19 symptoms and seeking a diagnosis 	Greater of regular rate of pay or minimum wage	Not applicable	Employee eligible to use their own time off
<ul style="list-style-type: none"> •Caring for individual under federal/state/local quarantine or advised by health care provider to self-quarantine •Experiencing any other substantially similar condition specified by HHS. At this time, the U.S. Department of Health and Human Services (HHS) has not yet identified any "substantially similar condition" that would allow an employee to take paid sick leave. 	2/3 pay at the greater of regular rate of pay or minimum wage (may choose to supplement with accumulated leave)	Not applicable	Employee eligible to use their own time off
<ul style="list-style-type: none"> •Caring for a son or daughter if the school or place of care has been closed or the child care provider* is unavailable 	2/3 pay at the greater of regular rate of pay or minimum wage (may choose to supplement with accumulated leave)	<ul style="list-style-type: none"> •First 10 days unpaid (unless employee has other accumulated leave or is approved for EPSL) *Rest paid at 2/3 of the regular rate of pay (may choose to supplement with accumulated leave) 	Employee eligible to use their own time off

*For the purpose of these Accommodation requests, place of care or a child care provider is defined as follows: A "child care provider" is someone who cares for your child. This includes individuals paid to provide child care, like nannies, au pairs, and babysitters. It also includes individuals who provide child care at no cost and without a license on a regular basis, for example, grandparents, aunts, uncles, or neighbors.