

Carrboro Emergency Sick Leave Policy

Adopted: 1/12/21

Expires: 3/31/21

The Town of Carrboro is taking proactive steps to protect the workplace since the expiration of the Families First Coronavirus Response Act (FFCRA) on December 31, 2020. It is the Town's goal to continue to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Town of Carrboro is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The Town of Carrboro provides eligible employees with temporary emergency paid sick leave under certain conditions. **This policy will become null and void should Congress extend or adopt an Emergency Paid Sick Leave Act.** Wages paid under this local extension will be considered regular wages and will not be subject to the special tax withholding provisions of the federally-mandated ePSL that expired on 12/31/20.

Emergency Paid Sick Leave

NOTE: The Emergency Paid Sick Leave Act (ePSL) is separate from and independent of the eFMLA and is independent of any existing sick leave policies that the Town grants employees in the normal course of business. The Town is extending ePSL but not eFMLA. All employees will be entitled to regular FMLA as the law provides.

Eligibility

All employees (full-time, part-time) are eligible for Emergency Paid Sick Leave who are unable to work or telecommute and meet one or more of the conditions above.

Reason for Leave

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration/Compensation

Employees are entitled on a one-time basis to:

- **Full-time employees:** 80 hours of pay at their regular pay rate for non-shift full-time employees. A total of 84 hours for shift police employees and a total of 120 hours for shift fire employees. However, when caring for a family member (for reasons 4, 5, and 6 above), sick leave is paid at two-thirds the employee's regular rate.
- **Part-time employees:** Pay for the number of hours the employee works, on average, over a two-week period.

Paid leave under this policy is limited to \$511 per day (\$5,110 in total) where leave is taken for reasons 1, 2, and 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (care for others or school closures).

Leave Rules

- You may elect to use emergency paid sick leave before using any accrued paid leave.
- Should you receive a written order to quarantine, from your physician or a Health Department, you will be able to use other leave types with pay for the duration of your quarantine beyond the allotted hours cited above.
- Each employee is entitled to the allotted hours cited above whether used before or after the expiration of FFCRA. (i.e. if ePSL was exhausted before 12/31/20, employees are not able to use this leave again under this local extension)
- In addition, emergency paid sick leave cannot be carried over after March 31, 2021.

Child Care Provider Defined For Purposes of ePSL

The term “child care provider” is defined as one who provides child care services on a regular basis and receives compensation for those services, including an “eligible childcare provider” as defined in Section 658P of the Child Care & Development Block Grant Act of 1990 (42 USC 9858n).

School Defined For Purposes of ePSL

The term “school” means an “elementary school” or “secondary school” as such terms are defined in Section 8101 of the Elementary & Secondary Education Act of 1965 (20 USC 7801).

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work as well as the completion of the ePSL form available from HR and medical documentation where appropriate.

Retaliation

The Town will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on March 31, 2021.