



# HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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This email is to provide information to employees about the **Families First Coronavirus Response Act (FFCRA)**, which provides Emergency Paid Sick Leave and Expanded FMLA benefits during the period April 1, 2020 to December 31, 2020. Please read this message completely and carefully.

Howard County Emergency Responders are not eligible for the FFCRA. Please refer to the FFCRA definition of Emergency Responders at the end of this message.

Request forms for Emergency Paid Sick Leave and Expanded FMLA are included with this email and will be available on the COVID-19 Employee Resource website under *Employee Information and Updates*.

<https://www.howardcountymd.gov/Departments/County-Administration/Human-Resources/COVID-19-Employee-Resources>

## **Emergency Paid Sick Leave**

Full-time, part-time and contingent employees, regardless of their length of employment, may take Emergency Paid Sick Leave for any of the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order due to COVID-19;
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. The employee is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19;
5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing any other substantially similar condition, as specified by the U.S. Department of Health and Human Services.

### **Note:**

- For full-time employees, paid leave for reasons #1-3 above is limited to 100% of pay not to exceed \$511 daily for 10 work days. For full-time employees, paid leave for reasons #4-6 above is limited to 2/3rds of pay not to exceed \$200 daily for 10 work days. Amounts for part-time employees will be based on the number of hours that the employee works, on average, over a 2-week period.
- Employees may elect to use accrued leave to supplement the Emergency Paid Sick Leave up to their normal daily pay rate.

## **Expanded Family and Medical Leave Act**

Full-time, part-time and contingent employees who have been employed for at least 30 days are eligible for leave benefits under the Expanded Family and Medical Leave Act.

## **Families First Coronavirus Response Act (FFCRA)**

**Email to Staff**

**Page 2**

### **Employees are eligible for:**

1. Up to 12-weeks of job-protected leave if the employee is unable to work or telework because the employee is needed to care for the employee's son or daughter because the child's school or childcare facility has been closed or the child's childcare provider is unavailable due to COVID-19.

### ***Note:***

- The first 10 days of Expanded FMLA will be unpaid, or the employee can choose to substitute any accrued leave (including in certain instances the Emergency Paid Sick Leave described above).
- After the initial 10 days, paid leave is limited to 2/3rds of pay not to exceed \$200 daily.
- Employees may elect to use accrued leave to supplement the Expanded FMLA up to their normal daily pay rate.
- Expanded FMLA is solely for those employees that are unable to work or telework due to a need to care for a child because of closure of schools or day care providers related to COVID-19.
- An employee is entitled to a total of 12-weeks of traditional FMLA and Expanded FMLA leave combined within a 12-month period.

Emergency responders are excluded from emergency paid sick leave and from emergency expanded family and medical leave.

### Under FFCRA Emergency Responders are defined as:

An employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual that the highest official of a state or territory, including the District of Columbia, determines is an emergency responder necessary for that state's or territory's or the District of Columbia's response to COVID-19.