

## SUMMARY OF PANDEMIC-RELATED EMPLOYEE LEAVE OPTIONS

\*Benefits are subject to caps, see separate memorandum for applicable maximums. Emergency sick leave is 80 hours for full-time employees, pro-rated for part-time.

**Employee needs to care for employee's own child\* because school or paid childcare is closed**

Emergency FMLA up to 12 weeks total (clock starts)  
First two weeks either unpaid, emergency sick (2/3 pay)\*, or annual (100% pay)

Emergency sick leave:  
2/3 pay up to \$200/day\*

After first 2 weeks, emergency FMLA pay:  
2/3 pay up to \$200/day\*

**Employee needs to care for own children due to unavailability of unpaid childcare**

Emergency sick leave:  
80 hours at 2/3 pay up to \$200/day\*

Accrued annual leave and personal leave

**Employee has COVID-19, is under quarantine/isolation by authorities or healthcare provider due to COVID-19 symptoms or exposure**

Emergency sick leave:  
80 hours at full pay up to \$511/day\*

After emergency sick leave, must use accrued sick/annual/personal leave

If employee develops serious health condition as result of COVID-19, may be eligible for regular FMLA under existing rules

**Employee is caring for an individual who has COVID-19 or is under quarantine/isolation due to COVID-19**

Emergency sick leave: 80 hours at 2/3 pay up to \$200/day\*

Accrued sick/annual/personal leave

If immediate family member develops serious health condition as result of COVID-19, may be eligible for regular FMLA under existing rules