

Emergency Paid Sick Leave

PURPOSE:

In accordance with the Families First Coronavirus (COVID-19) Response Act, this summary provides paid sick leave for Coronavirus (COVID-19) related absences for all employees regardless of how long they have been employed. This policy is in addition to The Citadel's regular paid sick leave policy.

SUMMARY:

Under the Emergency Paid Sick Leave Act (EPSLA) portion of the Response Act, all employees are eligible for the following amount of EPSLA Paid Sick Leave:

- Full-time employees = up to 80 hours
- Part-time employees = Average number of hours they work over a two-week period

Employees may take paid sick leave for any the following reasons:

- 1) To comply with a federal, state or local quarantine or isolation order related to COVID19;
- 2) To self-quarantine because the employee has been advised by a health care provider to do so due to concerns related to COVID-19;
- 3) The employee is experiencing symptoms of coronavirus and seeking a medical diagnosis;
- 4) To care for an individual who is self-isolating to comply with a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 5) To care for the employee's son or daughter if his/her school or place of care has been closed, or the childcare provider is unavailable, due to COVID-19 precautions; or
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Employees are not required to use any other paid sick leave The Citadel offers before using EPSLA paid sick leave. The employee's right to take this paid sick leave ends when the employee returns to work following the leave and will not carry over to next year. Compensation is calculated based on the reason the employee takes paid sick leave.

Employees who use paid sick leave for reasons 1 – 3: 1) they are complying with a quarantine, 2) self-isolating due to a health provider's recommendation due to COVID-19, or 3) experiencing symptoms of coronavirus and seeking a medical diagnosis are eligible to receive EPSLA paid sick leave equal to the number of hours noted above multiplied by 100% of their regular hourly rate of pay (with a cap of \$511 per day and \$5,110 in total).

Employees who use paid sick leave for any remaining reasons 4 – 6 qualifying reasons (i.e., the "care provisions" for an individual (other than the employee) who is self-isolating due to a quarantine or on the advice of a health care provider, for a son or daughter if school is closed or childcare unavailable due to COVID-19 concerns, or if the employee is experiencing any other substantially similar condition specified by Secretary of Health and Human Services.) are eligible to receive EPSLA paid sick leave equal to the number of hours noted above multiplied by two thirds of their regular hourly rate of pay (with a cap of \$200 per day and \$2,000 in total).

Effective date: April 1, 2020

Expiration: Provisions expire on December 31, 2020