

COMPENSATION DURING COVID-19

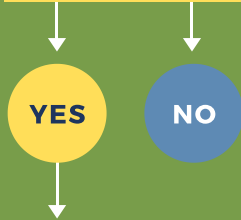


IS THE EMPLOYEE ABLE TO WORK NORMAL HOURS AND PERFORM NORMAL JOB DUTIES? (FROM HOME OR ONSITE)



NO ACTION NEEDED

IS IT DUE TO COVID-19?



REVIEW OTHER OPTIONS (SUCH AS PTO, VACATION, SICK LEAVE), AND CONSIDER WHETHER ANY OTHER REQUIRED LEAVES OR ACCOMMODATIONS (FMLA, ADA, WORKER'S COMPENSATION, ETC.) APPLY

DID THE EMPLOYEE EXPERIENCE A COVID-19 QUALIFYING EVENT UNDER THE FFCRA? (SEE BELOW)

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

EMERGENCY PAID SICK LEAVE (EPSL)

Eligibility Criteria
When an employee is:

1. subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. FMLA: caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions
6. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

EXPANDED FMLA (EFMLA)

Eligibility Criteria
When an employee is:

1. caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.

*Regular FMLA qualifying reasons do not apply to this FMLA expansion. Regular FMLA qualifying reasons include: birth of child, employee's serious health condition, care for family member (spouse, child, parent)

IS THE EMPLOYEE ABLE TO TELEWORK?



INELIGIBLE FOR LEAVE. REVIEW OTHER OPTIONS, IF APPLICABLE.

CRITERIA #1, 2, OR 3
Employee must submit the FFCRA Form and other documentation to the company in order to request paid leave.

If approved, notify the employee in writing. The employee will receive EPSL for up to 80 hours at 100% of regular rate of pay, up to \$511/daily and \$5,110 total.

If denied, notify the employee in writing. Review other options, if applicable.

CRITERIA #4, 5, OR 6
Employee must submit the FFCRA Form and other documentation (applicable on #4 and #6) to the company in order to request paid leave.

If approved, notify the employee in writing. The employee will receive EPSL for up to 80 hours at 2/3 his/her regular rate of pay, up to \$200/daily and \$2,000 total.

If denied, notify the employee in writing. Review other options, if applicable.

HAS THE EMPLOYEE BEEN EMPLOYED FOR AT LEAST 30 CALENDAR DAYS?



INELIGIBLE FOR LEAVE. REVIEW OTHER OPTIONS, IF APPLICABLE.

IS THE EMPLOYEE ABLE TO TELEWORK?



INELIGIBLE FOR LEAVE. REVIEW OTHER OPTIONS, IF APPLICABLE.

Employee must submit the EFMLA request form and school/child care closure notice to the company to request leave.

If approved, notify the employee in writing. The employee will receive emergency EFMLA for up to 10 weeks at 2/3 his/her regular rate of pay, up to \$200 daily and \$12,000 total for the 12 weeks of leave.

If denied, notify the employee in writing. Review other options, if applicable.