

Temporary Procedure

Families First Coronavirus Response Act (FFCRA)

Coconino Community College is a public sector employer required to comply with the Families First Coronavirus Response Act (FFCRA) signed into law on March 18, 2020 with an effective date of April 1, 2020, and is effective through December 31, 2020.

Emergency Paid Sick Leave Act

Employees are eligible for up to two weeks (80 hours) of paid sick leave based on their regular base rate of pay. Part-time employees are eligible for hours equivalent to a two-week period. Under FFCRA, an employee qualifies for paid sick leave if the employee is unable to work (or unable to telework) for the following qualifying reasons:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Compensation

For leave reasons 1 thru 3, employees are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the total of a 2-week period.

For leave reason 4 thru 6, employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the total of a 2-week period.

Emergency Family & Medical Leave Expansion Act (Expanded Family and Medical Leave)

A full-time employee who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for following reason (***this is in addition to paid sick leave for reason #5 above***):

- is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons

Compensation

Employee is entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$10,000 in the total of a 10-week period.

Submission Process

An employee should provide notice of leave to the employer as is feasible. The employee shall complete the FFCRA request form provided by the Human Resources Department. Upon approval, the employee will receive notice from HR of their eligibility and benefit. The employee will then work with

their supervisor to designate their status per normal College time keeping practices for their position type.

Notice

This act does not supersede any employment or contractual agreements already in place between the College and the employee. For example, this will not extend a full-time faculty contract beyond the academic year, nor or part-time faculty term agreement for the semester they agreed to work.