POLICY
Pursuant to the Families First Coronavirus Response Act (FFCRA) and the Expanded Family Medical Leave Act (EFMLA), Daniel Boone Regional Library (DBRL) will provide eligible employees with additional leave based on the provisions outlined below in response to the COVID-19 pandemic.

The following measures shall become effective on April 1, 2020 and expire on December 31, 2020 unless otherwise amended.

Families First Coronavirus Response Act Paid Sick Leave (FFCRA)
Eligibility
All employees, full-time and part-time, are eligible for emergency paid sick leave.

Reason for Leave
Employees may take emergency paid sick leave if they are unable to work on site or at home because:

1. Employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19; or
2. Employee is advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; or
3. Employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; or
4. Employee is caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider; or
5. Employee is caring for a child if the child’s school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19; or
6. Employee is experiencing any substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration of Leave
- **Full-time employees** are eligible for eighty (80) hours of leave.
- **Part-time employees** are eligible for the number of hours they work, on average, over a two-week period.
Compensation
Leave will be paid at an employee’s regular rate of pay, subject to a limit of $511 per day and $5,110 in total, when leave is taken for reasons 1, 2, or 3.

Leave will be paid at 2/3 of an employee’s regular rate of pay, subject to a limit of $200 per day and $2,000 in total, when leave is taken for reasons 4, 5, or 6. Any available accrued leave can be used to compensate for the additional 1/3 of an employee’s regular rate of pay.

Leave Rules
Employees may elect to use emergency paid sick leave before using any other accrued paid leave.

Leave provided by DBRL before April 1, 2020 will not count against available FFCRA leave.

Emergency paid sick leave cannot be carried over after December 31, 2020.

Requesting Leave
Employees requesting to take emergency paid sick leave should provide notice to their supervisor as soon as possible and complete the Emergency Paid Sick Leave and Expanded FMLA Request Form. Normal call-in procedures apply to all absences from work.

Employees should direct any questions to their supervisor and/or Human Resources Manager.

Expanded Family Medical Leave Act (EFMLA)
Eligibility
Emergency family and medical leave is available to all employees who have been employed by DBRL for at least thirty (30) calendar days prior to their request for leave.

Reason for Leave
Leave under this policy is limited to circumstances where an employee is unable to work (including at home) due to their need to care for their child because the child’s school or place of childcare has been closed or is unavailable due to COVID-19.

Requesting Leave
Employees requesting to take EFMLA should provide notice to their supervisor as soon as possible and complete the Emergency Paid Sick Leave and Expanded FMLA Request Form. Normal call-in procedures apply to all absences from work.

Compensation
The first ten (10) days (two weeks) of approved leave are unpaid, but employees may substitute accrued paid leave, including emergency paid sick leave.

The remaining portion of the leave (up to 10 weeks if eligible) is paid at 2/3 of the regular rate for the number of hours the employee would otherwise be scheduled to work (with a maximum payment of $200 per day and $10,000 total). Any available accrued leave can be used to compensate for the additional 1/3 of an employee’s regular rate of pay.

The Family Medical Leave (FMLA) maximum of twelve (12) weeks within a rolling twelve (12) month period (see Policy 1-340) still applies to all employees. If an employee has
already used a portion or all of their allotted FMLA that will be taken into consideration when determining eligible leave remaining.

**Temporary Furlough**

**Eligibility**
All employees, full-time and part-time, are eligible for a Temporary Furlough (unpaid leave).

**Reason for Leave**
An employee who is instructed to return to work, but does not feel comfortable returning to work at this time due to concerns regarding COVID-19, and is not otherwise qualified for leave under any other leave policy, including under the FFCRA or EFMLA leaves described above, may request to take a Temporary Furlough.

**Leave Rules**
If the supervisor believes working from home is an option for the employee requesting a Temporary Furlough, then the Executive Director and Human Resources Manager will discuss the possibility with the employee and supervisor.

**Conditions of Temporary Furlough:**

- An employee may be allowed to take a Temporary Furlough for up to thirty (30) days.
- This Furlough shall be unpaid.
- During this Furlough, DBRL will maintain the employee’s insurance coverage on the same terms as if the employee had continued to work. If the employee chooses not to continue with coverage (e.g. fails to pay the employee portion of the premium), DBRL will provide notice of the end of coverage. Upon the employee’s return to work, DBRL will restore the employee to coverage and benefits equivalent to those held before the start of the Furlough.
- Temporary Furlough must be taken continuously. Intermittent Furlough will not be allowed.
- An employee is only allowed one Temporary Furlough. An employee who returns from a Temporary Furlough will not be granted a subsequent Temporary Furlough, though the employee may be eligible for leave under another policy.
- Any employee who fails to return to work at the end of the requested Temporary Furlough period will be deemed to have abandoned their position absent extenuating emergency situations or unless subsequently granted leave under another leave policy for which the employee is found to be eligible. Any employee who fails to return from a Temporary Furlough within three (3) work days (see Policy 1-294) of having been instructed to do so will be deemed to have abandoned their position.
- It is the employee's sole responsibility to request a Temporary Furlough and to return to work as scheduled at the conclusion of any Temporary Furlough which is approved by DBRL. A Temporary Furlough is not automatically granted for any employee under any circumstance.
Reasonable Accommodation
Notwithstanding the foregoing, DBRL may modify the Temporary Furlough Policy to provide reasonable accommodation to an individual with a disability. Reasonable accommodation is covered under Policy 1-292 Americans With Disabilities Act Employee Policy.

Requesting Leave
An employee who wishes to request a Temporary Furlough must contact their supervisor and the Human Resources Manager. The employee will be required to fill out the FFCRA/EFMLA/Temporary Furlough Request Form.

Restoration
Upon returning to work at the end of leave, DBRL will make its best effort to return an employee to their original or an equivalent position. However, if the position has been eliminated due to the impacts of COVID-19 and no equivalent position exists, restoration is not guaranteed.

Employees should direct any questions to their supervisor and/or Human Resources Manager.