



Coronavirus (Covid-19) Leave Policy

Below is a summary of the recently passed Families First Coronavirus Response Act (FFCRA) that was signed into law last week.

The Emergency Paid Sick Leave Act (E-PSLA)

Sick Time will be paid to employees who are unable to work (or telework) because:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. The employee is caring for an individual who is subject to a quarantine or isolation order related to COVID-19.
5. The employee is caring for a son or daughter because the child's school or place of care has been closed or the childcare provider is unavailable due to COVID-19 precautions;
6. The employee is 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.

We will pay the following for the items listed above for 2 weeks:

- Categories 1, 2, and 3 – 100% of employees' regular pay
- Categories 4, 5, and 6 – 66% of employees' regular pay

** In any of the scenarios noted above ~ once medical clearance is received by the employee, the employee will be expected to return to work on said date, as directed by the attending physician.*

The Emergency Family and Medical Leave Expansion Act (E-FMLA)

This Act will go into effect no later than 15 days after enactment, 4/2/2020, and expires on 12/31/2020.

- E-FMLA leave is available under this Act for an employee who has been employed for at least 30 calendar days and is unable to work (or telework) due to a need to care for the employee's son or daughter who is under 18 years of age if the child's school or place of care has been closed or the child care provider of the employee's child is unavailable due to a public health emergency.
- The first 2 weeks of E-FMLA leave may be unpaid, but they will be paid under the E-PSLA above, or accrued vacation time or personal days can be used
 - After the first 2 weeks, Pax will provide the employee paid leave for each additional day of leave in an amount of 66% of their regularly scheduled work week.
 - E-FMLA cannot exceed \$200 per day and \$10,000 in total.

Note: For those employees who continue to be ill with Covid-19 beyond two weeks, you will be eligible for coverage under the Company's Short-Term Disability.