

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT (H.R. 6201)**  
**Summary of Emergency Leave Provisions Applicable to the City of Phoenix**

Effective Date and Duration: These leave provisions will take effect April 1, 2020 and expire on December 31, 2020

Reason	Emergency Paid Sick Leave	Emergency FMLA
An employee is unable to work or telework due to one of the following reasons:		
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 either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19	FT – 80 hours paid leave for 10-days (two weeks)  PT – 60 hours paid leave for 10-days (two weeks)  <i>Beginning April 1:</i> <ul style="list-style-type: none"> <li>• Full-time employees can use leave code <b>PD: FFCRA Emergency PD Sick Lve</b></li> <li>• Part-time employees <b>MUST</b> contact their department payroll clerk/liaison to request leave and receive paid leave.</li> </ul>	Not Applicable  If additional leave is required separate from what is available through Emergency FMLA, any available accrued leave may be used. If an employee exhausts all available leave, they may borrow against future accruals.
5) The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19	*FT – 80 hours paid leave for 10-days (two weeks)  *PT – 60 hours paid leave for 10-days (two weeks) <b>(Exclusions apply)</b>  <i>Beginning April 1:</i> <ul style="list-style-type: none"> <li>• Eligible full-time employees <b>MUST</b> contact the FMLASource Vendor</li> </ul>	*Up to an additional 10 weeks of paid expanded family and medical leave (not to exceed the 12 weeks under FMLA entitlement) when an employee is unable to work (or telework) due to a bona fide need for leave to care for a minor child whose school or child care provider is closed or unavailable for reasons related to COVID-19 <b>(Exclusions apply)</b> . The first two weeks of EFMLA will be covered by EPSL if eligible or by available leave banks, unless an employee chooses to be unpaid for that time.

	<p>at <b>1-877-462-3652</b> to request this leave</p> <ul style="list-style-type: none"> <li>Eligible part-time employees <b>MUST</b> contact their department payroll clerk/liaison to request leave and receive paid leave.</li> </ul>	<p>Paid at the employees' regular rate of pay up to a \$10,000 cap or until the employee exhausts their existing FMLA entitlement.</p> <ul style="list-style-type: none"> <li>FT – 40-hours per week</li> <li>PT – 30-hours per week</li> </ul> <p>Employees will be allowed to use leave accruals after cap is reached and borrow leave if necessary up to 12 week FMLA entitlement</p>
<p>6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.</p>	<p>*FT – 80 hours paid leave for 10-days (two weeks)</p> <p>*PT – 60 hours paid leave for 10-days (two weeks) <b>(Exclusions apply)</b></p> <p><i>PENDING ADDITIONAL GUIDANCE FROM FEDERAL GOVERNMENT</i></p>	<p>Not Applicable</p>

**\*Exclusions**

The Federal Act permits the City to exclude health care providers and emergency responders from these provisions. Based on guidance from the Department of Labor and to ensure adequate staffing levels for critical services, the City has decided to implement the following exclusions:

**Emergency Paid Sick Leave**

- Emergency responders are only eligible to take Emergency Paid Sick Leave for reasons #1-4 above.
- Emergency responders are not eligible to take EPSL for reasons #5 and 6 above. Any request made by emergency responders to take Emergency Paid Sick Leave for reason #5 will be determined on a case-by-case basis.

**Emergency FMLA**

- Emergency responders are not eligible for Emergency FMLA. Any request made by emergency responders to take Emergency FMLA will be determined on a case-by-case basis.

Emergency Responders are defined as the following: all sworn Police, all sworn Fire, all 911 operations, certain employees in the Public Works, Water Services, Streets and Aviation Departments. Employees in Public Works, Water Services, Streets, and Aviation will need to contact their HR Liaison/payroll liaison to determine eligibility.