

Date: March 27, 2020, 1:51 p.m.

iNote subject: Temporary sick leave to be available for COVID-19 reasons

Challenges associated with the new coronavirus are unprecedented for many of us. And yet Santee Cooper is continuing to get the job done. That takes tremendous flexibility and dedication on the part of each of you, and your efforts are very much appreciated. Please continue to stay vigilant about your health, and to keep yourselves and your families safe.

On that note, there is a new federal provision you should know about: the Families First Coronavirus Response Act (FFCRA). The FFCRA will provide employees with up to 80 hours of temporary paid sick leave and in some cases, expanded family and medical leave, for specific reasons related to COVID-19. Part-time employees will be eligible for this temporary leave on a pro-rated basis.

These temporary leave provisions will be available for leave taken April 1, 2020 through December 31, 2020. Santee Cooper is still evaluating the details of the FFCRA, but we have attached some early information from the U.S. Department of Labor that may help explain how the Act is intended to be paid and implemented. The information is also available on [iPort](#) and online at www.santecooper.com/COVID19.

Santee Cooper is making every effort to understand clearly all components of this new law, and as we continue to receive additional guidance from the Department of Labor, we will share more details with you - including related timesheet instructions and compensation information. With that in mind, if you have immediate questions about the FFCRA please reach out either to your supervisor or to the HR Service Center (ext. 8888.)

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees 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 reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

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| <ol style="list-style-type: none">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); | <ol style="list-style-type: none">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; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



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