TO: LACOE Employees

FROM: Nick Stephany, Ed.D. Director III
       Human Resource Services

SUBJECT: Emergency Paid Sick Leave Act (EPPLA) and
         Expanded Family and Medical Leave Act (EFMLA)

Dear LACOE Staff,

On March 30, 2020, LACOE Human Resource Services (HRS) provided information regarding the Families First Coronavirus Act (H.R. 6201) and the additional leaves available to employees under this Act. As a follow up to that memorandum, HRS has prepared the following guide sheet and enclosed forms employees may use to request leave under this Act.

The leaves available under H.R. 6201 are available through the Emergency Paid Sick Leave Act, and the Expanded Family and Medical Leave Act, which are discussed below.

**EMERGENCY PAID SICK LEAVE ACT (EPPLA)**

**Qualifying Reasons for Leave under the Emergency Paid Sick Leave Act**

Under the Emergency Paid Sick Leave Act (“EPPLA”), employees are eligible for paid leave when they are **unable** to work or telework due to any of the following reasons:

1. Employee is subject to a Federal, State, or local quarantine or isolation order;
2. Employee has been advised by a healthcare provider to self-quarantine;
3. Employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. Employee is caring for an individual subject to an order as described in (1) or has been advised as in (2);
5. Employee is caring for a child at home due to school or place of care closure; or
6. Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.
**Available Amount of Leave**

Full-time employees are eligible for up to ten (10) days, or 80 hours.

Part-time and hourly employees are eligible for the number of hours equal to the average number of hours that the employee works over a typical two-week period.

**Pay Status under the EPSLA**

If a full-time employee is eligible for leave for reasons (1), (2) and/or (3), then that employee is eligible for full wages, up to $511 per day.

If a full-time employee is eligible for leave for reasons (4), (5) and/or (6), then that employee is eligible for two-thirds of regular wages, up to $200 per day.

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**EXPANDED FAMILY AND MEDICAL LEAVE ACT (EFMLA)**

**Qualifying Reason for Leave Under the Expanded Family and Medical Leave Act**

Under the Expanded Family and Medical Leave Act (“EFMLA”), employees who have been employed for at least 30 calendar days are eligible for leave when they are unable to work or telework due to the employee’s need to care for a child who is under 18 years old if the school or place of care has been closed, or a childcare provider is unavailable.

**Available Amount of Leave**

Employees are eligible for up to twelve (12) weeks of leave under the EFMLA.

Employees may take a total of 12 workweeks for FMLA or EFMLA reasons during a 12-month period. If an employee has taken some, but not all, 12 workweeks of leave under FMLA during the current 12-month period, they may take the remaining portion of leave available. If an employee has already taken 12 workweeks of FMLA leave during this 12-month period, he or she may not take additional EFMLA leave.

**Pay Status under the Expanded Family and Medical Leave Act**

The first ten (10) days of leave under the EFMLA are unpaid. The remaining days are paid at two-thirds of regular wages, up to $200 per day.

However, an employee utilizing EPSLA under reason (5) (discussed above) may elect to run their EPSLA leave concurrently with the first 10 days of EMFLA leave. This would allow the employee to receive two-thirds of regular wages, up to $200, for these initial 10 days.

Employees also have the option of using their available accrued paid leaves (such as accrued vacation or personal necessity leave) concurrently during these first ten (10) days of unpaid leave under EFMLA. If employees wish to run any of the above-referenced leaves concurrently, they may elect to do so by checking the appropriate box on the attached EFMLA Request Form.
REQUESTING EPSLA OR EFMLA LEAVE

If you are unable to work or telework due to a qualifying COVID-19 reason as described above, please submit the applicable form(s) (attached to this e-mail) and appropriate documentation to Dr. Fazilet (Faz) Kasri at Kasri_Fazilet@lacoe.edu or fax her at (562)469-4370. If you have any questions, you may email Dr. Faz or contact the office of Labor Relations at hrslaborrelationsstaff@lacoe.edu.

Approved by:
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NS: jc