

Coronavirus Time-Off & Leave Guidelines (as of 3.27.20)

Program	Why	Who	What	Benefits	How to File
Federal Family Medical Leave Act (FMLA)	Provides 12 weeks of job protected leave to care for a serious health condition of the employee or their spouse, child, or parent (certified by a medical professional)	Employees who have been employed for at least 12 months and have worked at minimum 1250 hours.	Eligible employees may take up to 12 workweeks of leave in a 12-month period. Employees will be restored to the same or equivalent position, pay, benefits, and other terms and conditions of employment.	FMLA is unpaid but runs concurrently with SDI, PFL and may be coordinated with an employer's sick leave benefits.	Contact employer HR department
CA State Disability Insurance (SDI)	If you're unable to work or telecommute due to medical quarantine or illness related to COVID-19 for at least eight consecutive days (medically certified)	You must have earned at least \$300 in wages from which SDI deductions were withheld during your established <u>base period</u> .	Short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness or injury.	Approximately 60-70 percent of wages (depending on income); ranges from \$50-\$1,300 a week for up to 52 weeks. No Waiting Period. Please contact HR to request information on supplementing SDI wages.	File a Disability Insurance claim with Cal.
CA Paid Family Leave (PFL)	If you're unable to work or telecommute due to caring for a medically quarantined or ill family member affected by COVID-19 for at least eight consecutive days (medically certified)	You must have earned at least \$300 in wages from which SDI deductions were withheld during your established base period.	Up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member.	Approximately 60-70 percent of wages (depending on income); ranges from \$50-\$1,300 a week for up to 6 weeks. No Waiting Period. Please contact HR to request information on supplementing PFL wages.	File a Paid Family Leave claim with Cal.

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CA Paid Sick Leave	If you are unable to work or telework due to your or a family members illness or preventative care when civil health authorities recommend quarantine.	Writers in California who have worked for at least 30 days for an employer are entitled to accrue sick leave in accordance with Article 69 of the MBA and any applicable company policy	The sick leave you have accrued under MBA Article 69 and any applicable policy	Paid to you at your regular rate of pay.	Contact employer HR department
New Federal Emergency Paid Sick Leave Act (FFCRA)*	<p>If you are unable to work or telework subject to a quarantine mandated by civil authorities or a health care provider or are experiencing symptoms and seeking medical diagnosis. If you are unable to work or telework while caring for an individual who is subject to an order as described above, who is experiencing symptoms and seeking medical diagnosis or you are caring for a child whose school, place of care or childcare provider is closed or unavailable, due to the COVID-19.</p> <p>Effective 4/2/2020</p>	Employees are eligible for benefits regardless of their length of employment.	Full-time employees are entitled to 80 hours of paid sick leave. Part-time employees are entitled to paid sick leave in an amount equal to the hours that employee works, on average, over a two-week period.	<p>If an employee uses emergency sick leave for their own care, wages are paid at the employee's regular rate of pay for their regularly scheduled or average hours up to a maximum of \$511/day.</p> <p>If employees use emergency sick leave to care for someone else, wages are paid at two-thirds the employee's regular rate of pay for their regularly scheduled or average hours up to a maximum of \$200/day.</p>	Contact employer HR department

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New Federal Emergency Family & Medical Leave Expansion Act (FFCRA)*	<p>Provides job protected leave for eligible employees who are unable to work or telework due to the need to care for a child whose school, place of care or childcare provider is closed or unavailable, due to the COVID-19.</p> <p>Effective 4/2/2020</p>	Employees who have been employed for at least 30 calendar days.	Eligible employees can take up to 12 weeks of job-protected leave.	First 10 days are unpaid unless employee qualifies for federal emergency sick leave and/or employee elects to use any accrued time off. Remaining 10 weeks paid at two-thirds the employee's regular rate of pay for scheduled or average hours up to \$200/day.	Contact employer HR department
Workers' Compensation	If you are unable to do your usual job because you were exposed to and contracted COVID-19 during the regular course of your work, you may be eligible for workers' compensation benefits.	Employees who sustains a work-related injury or illness are eligible for workers compensation benefits.	Benefits include temporary disability (TD) payments, which begin when your doctor says you can't do your usual work for more than three days or you are hospitalized overnight. You may be entitled to TD for up to 104 weeks. TD stops when either you return to work, your doctor releases you for work, or your doctor says your illness has improved as much as it's going to.	Generally, pays two-thirds of the gross wages you lose while you are recovering from a work-related illness or injury, up to maximum weekly amount set by law. In addition, eligible employees are entitled to medical treatment and additional payments if a doctor determines you suffered a permanent disability because of the illness.	Contact employer HR department
CA Unemployment Insurance	If you have lost your job, have had your hours reduced, or are subject to quarantine by a medical professional or local health officer.	You must meet monetary eligibility criteria based on your base period.	Partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own.	Range from \$40-\$450 per week for up to 26 weeks.	File an Unemployment Insurance claim

*These guidelines are subject to change. As directed by the Federal Family First Response Act, such benefits will cease on December 31, 2020 and no unused benefits provided under the provisions of this act will be carried over to the following calendar year.