

The Academy of Alameda

Emergency Paid Sick Leave (“COVID-PSL”)

Purpose

The Academy of Alameda enacted this policy in accordance with the Families First Coronavirus Response Act (“FFCRA”) to provide emergency paid sick leave (“COVID-PSL”) to eligible employees.

Eligible Employees

All employees (including part-time and temporary employees) who work for The Academy of Alameda are eligible to use COVID-PSL beginning on the first day of employment as set forth in this policy.

Definitions

For purposes of this policy, the following definitions are incorporated:

“Caring for an individual” relates to the care for an employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined.

“Health care provider” means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other health care provider as authorized by statute.

“Seeking a medical diagnosis” for COVID-19 is limited to time the employee is unable to work or telework because the employee is experiencing symptoms such as a fever, dry cough, shortness of breath or any other symptoms identified by the U.S. Centers for Disease Control and Prevention and the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19.

The definitions of “child care provider,” “school,” and “child” are the same as those set forth in The Academy of Alameda’s E-FMLA policy below.

Permitted Use

Eligible employees may use COVID-PSL to take paid time off if an employee is unable to work (or telework) due to any of the six qualifying reasons set forth below:

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. This includes situations in which the employee has been advised to self-quarantine because the employee has COVID-19, it is believed the employee may have COVID-19 due to known exposure or symptoms or the employee is deemed particularly vulnerable 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 an order as described in subparagraph (1) or has been advised as described in subparagraph (2).
5. The employee is caring for a child of such employee if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID-19 precautions. This may be taken if no other suitable person is available to care for the child during the period of the leave.

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.

Hours of Paid Leave Received

Full-time employees are entitled to 80 hours of COVID-PSL.

Part-time employees are entitled to the number of hours they work on average over a two-week period. For those with varying schedules, The Academy of Alameda will determine the number of hours, which generally includes a backward looking calculation of hours worked in the previous six months.

Caps on Amount of Paid Leave Received

For qualifying reasons 1-3, the employee will receive their regular rate of pay up to \$511 daily and an aggregate total of \$5,110. For qualifying reasons 4-6, the employee will receive their regular rate of pay up to \$200 daily and an aggregate total of \$2,000.

Limits on Use

COVID-PSL is only available for use while qualifying reasons exist or through December 31, 2020, whichever is earlier. If an otherwise eligible employee received COVID-PSL from a prior employer, the employee may not be entitled to COVID-PSL under this policy.

Intermittent Leave

If The Academy of Alameda and the employee agrees, an employee may take the leave intermittently if the employee works on site and needs time off to care for their child if the school or place of care of the employee's child has been closed, or the child care provider is unavailable due to COVID-19 precautions. Intermittent leave while an employee is working on The Academy of Alameda's premises will not be provided for any other reasons for leave under COVID-PSL. If The Academy of Alameda and the employee agree, an employee may take the leave intermittently for any qualifying reason if the employee is teleworking.

Use Of Paid Benefits

Employees may elect to use other accrued unused AoA paid leave benefits pursuant to those applicable policies before using COVID-PSL, although employees are not required to do so.

Maintenance of Health Benefits

The Academy of Alameda will provide continued coverage under The Academy of Alameda's group health plan if the employee participates in the group health plan at the time leave is taken. The employee is responsible for paying the same portion of the premium costs the employee paid prior to COVID-PSL. Unless otherwise noted, the employee's portion of contributions will be deducted from the employee's pay.

Notification

The employee must completely fill out and submit a Request for Leave Form and provide reasonable advance notification of the need to use COVID-PSL, if foreseeable. Additional documentation supporting the need for leave may be requested. If the need to use COVID-PSL is not foreseeable, the employee must submit the Request for Leave Form as soon as practicable. However, paid leave may not be provided until the requested certification is submitted and approved. If you need assistance in completing or submitting your form, please contact Summer Hottinger, Director of HR.

Termination

Employees will not receive pay in lieu of unused COVID-PSL. Unused COVID-PSL will not be paid out upon termination.

No Discrimination or Retaliation

The Academy of Alameda prohibits discrimination or retaliation against employees for using their COVID-PSL.

This COVID-PSL policy may be modified, altered, or otherwise amended or deleted in The Academy of Alameda's sole and absolute discretion.