

HUMAN RESOURCE SERVICES
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Jorge A. Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*

SUBJECT: Families First Coronavirus Response Act (FFCRA or ACT)

TO: All Employees

DATE: August 26, 2020

PREPARED BY: Clarissa Ramirez, Classification and Compensation Specialist **DEPARTMENT:** Human Resource Services

REVIEWED BY: Shawn Hadnot, Director, Employee Relations
Christina Villegas, HR Director
Dr. Tiffany Smith-Simmons, HR Director
Monica Garland, Personnel Specialist **APPROVED:** Cancy McArn, Chief Human Resources Officer

This memorandum provides information on [Families First Coronavirus Response Act \(FFCRA or Act\)](#) and applies to all District Classified, Certificated, and Management employees.

The Families First Coronavirus Response Act (FFCRA or Act) requires that districts 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.

An employee is entitled to take leave related to COVID-19 if the employee is unable to work and if the following apply:

1. The employee 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 related to COVID-19;
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee 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; or
6. The employee experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Employees are eligible for up to two (2) weeks of fully or partially paid sick leave for COVID-19 related reasons. Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional ten (10) weeks of a partially paid Expanded Family and Medical Leave of Absence

To qualify for a leave, employees will need to submit a Leave of Absence Application with Human Resources for approval. For your convenience, enclosed is the FFCRA leave of absence information and direct links to the required forms.

For additional questions, please contact Clarissa Ramirez, Classification and Compensation Specialist by email at Clarissa-Ramirez@scusd.edu. To learn more about [Families First Coronavirus Response Act \(FFCRA or ACT\)](#), please visit our leave of absence website at <https://www.scusd.edu/ley>

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| t HUMAN RESOURCES | | Clarissa Ramirez Classification and Compensation Specialist Human Resource Services Email: ClarissaRamirez@scusd.edu Office: 916437473 |
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_____ If employee does not notify the District in advance for foreseeable leave, the District may delay as necessary to make appropriate arrangements for temporary replacement. Such delay will not postpone leave.

