



Leave Guidance For Employees Affected by the COVID-19 Pandemic

What types of leave are available for employees?

Under the Family First Coronavirus Response Act (FFCRA), employees may be eligible from April 1 to December 31, 2020 for:

- Emergency Paid Sick Leave (EPSL) - Up to 2 Weeks (10 days) of Fully or Partially Paid Job-Protected Leave
 - When unable to work on-site or remotely for a personal or family COVID-related medical reason or caring for the employee's son or daughter (under age 18) because the child's school or childcare provider has closed/is unavailable
- Emergency Family and Medical Leave (EFML) - Up to 10 Additional Weeks of Partially-Paid Job Protected Leave
 - When unable to work on-site or remotely due to the child's school or childcare provider has closed/is unavailable

Specifics regarding qualifying reasons, amount of pay, and other details are available at: <https://www.wacoisd.org/FFCRA>

Am I eligible?

All full and part-time employees who have worked for the district for at least 30 days prior to applying for leave under the FFCRA are eligible. Contact the Benefits & Leave Office to find out about eligibility for other types of available leave.

Can I take EPSL for more than one reason?

Yes - the employee can take EPSL for any of the designated reasons for leave. However, the amount of leave taken April 1–December 31, 2020 is limited to a total of 80 hours (10 days).

Can I take EFML for more than one reason?

No - there is only one qualifying reason for EFML - to care for your son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons.

What if my reason for not reporting to work on-site does not qualify as a reason under the FFCRA?

If your reason for being unable to report to work is not one that is qualified for paid leave under the FFCRA, other types of leave (paid or unpaid) may be available such as:

- FMLA
- Local, State or Compensatory Paid Time Off/Leave
- Unpaid Extended Leave
- Other leave or work arrangements may be discussed and approved on a case-by-case basis by request through the employee's supervisor and the Benefits & Leave Office

How do I request leave if I am unable to report to work on-site?

Employees may be required to complete a request form and provide medical certification and/or proof that a child's place of care or childcare provider is closed or unavailable. A return to work release (for medical absences) will be required. The Benefits & Leave Office will provide additional information and be the recipient of any leave related documentation.

Will I need to provide documentation when unable to work?

- Contact your immediate supervisor to discuss your concerns and report the reason for your absence
- Contact the [Waco ISD Benefits & Leave Office at 254-755-9522](mailto:human_resources@wacoisd) or email human_resources@wacoisd to discuss your individual situation, available leave options, and to obtain any required paperwork
- The Benefits & Leave Office will coordinate this process and notify the employee and supervisor regarding any decisions and assist with entering time off/leave