

Scenarios and Leave Options as of 5/17/2020

This replaces the document issued on 3/18/2020

SCENARIO	LEAVE OPTIONS
<p>If an employee is sick with COVID-19</p>	<p>Employees should report the leave to the Standard to qualify for FFCRA Emergency Paid Sick Leave (Part I). Medical documentation is required.</p> <p>Paid leaves should be used in the following order:</p> <ul style="list-style-type: none"> • FFCRA Part I Leave (80 hours) • Sick Leave • Floating Holiday • Vacation or Compensatory Time • Medical Leave of Absence/MEDLOA if medical <p>For employees who qualify, if all sick leave is exhausted, the employee can:</p> <ul style="list-style-type: none"> • Apply for Short Term Disability/Long Term Disability (in the case of a serious health condition). <p>For employees who qualify, if all forms of paid leave are exhausted, the employee can:</p> <ul style="list-style-type: none"> • Submit a request for Paid Leave Donations (please see Paid Leave Donation Policy) <p>Chronic health conditions may require documentation from a medical provider and/or the employee to engage in the ADA Accommodation process.</p>
<p>If an employee is required by a medical professional or health authority to quarantine as a result of a medical condition</p>	<p>Employees should report leave to the Standard to qualify for FFCRA Emergency Paid Sick Leave (Part I). Medical documentation is required.</p> <p>Paid leaves should be used in the following order:</p> <ul style="list-style-type: none"> • FFCRA Part I Leave (80 hours) • Sick Leave • Floating Holiday • Vacation or Compensatory Time • Medical Leave of Absence/MEDLOA if medical <p>For employees who qualify, if all sick leave is exhausted, the employee can:</p> <ul style="list-style-type: none"> • Apply for Short Term Disability/Long Term Disability (in the case of a serious health condition). <p>For employees who qualify, if all forms of paid leave are exhausted, the employee can:</p> <ul style="list-style-type: none"> • Submit a request for Paid Leave Donations (please see Paid Leave Donation Policy) <p>Chronic health conditions may require documentation from a medical provider and/or the employee to engage in the ADA Accommodation process.</p>

<p>Unable to report to work due to school/childcare closure</p>	<p>Paid leaves should be used in the following order:</p> <ul style="list-style-type: none"> • FFCRA Part I (80 hours) • FFCRA Part II (up to 10 weeks, paid at 2/3 pay up to \$200 daily maximum). • Sick Leave • Floating Holiday • Vacation or Compensatory Time • Leave Without Pay/LWOP <p>Supervisors will direct employees on what time ticket code to use. Once that payroll period is processed, EWEB will open a claim with the Standard on your behalf.</p>
<p>If one or more family members* of an employee is sick with COVID-10:</p> <p>* Refer to Employee Leaves policy for definition of family member.</p>	<p>Employees should report leave to the Standard to qualify for FFCRA Emergency Paid Sick Leave (Part I). Medical documentation is required.</p> <p>Paid leaves should be used in the following order:</p> <ul style="list-style-type: none"> • FFCRA Part I Leave (80 hours) • Sick Leave • Floating Holiday • Vacation or Compensatory Time • Medical Leave of Absence/MEDLOA <p>If all forms of paid leave are exhausted, the employee can:</p> <ul style="list-style-type: none"> • Submit a request for Paid Leave Donations (maximum 120 hours, prorated for part-time employees)
<p>If an employee self-initiates an absence but is not ill and is concerned about the risk of exposure in the workplace.</p>	<p>Not eligible for sick leave. Options include:</p> <ul style="list-style-type: none"> • Personal Crisis Leave (up to 24 hours annually, this comes from the employee’s sick-leave balance so they must have hours available) • Floating Holiday – with supervisor approval • Vacation or Compensatory time – with supervisor approval
<p>If an employee believes they have had an exposure to COVID-19 (through a contact inside or outside of EWEB facilities).</p>	<p>The employee should seek medical guidance and direction in order to leverage any of the leaves described above. If the employee refuses to seek medical guidance, they must report to work or use the following leave options:</p> <p>Not eligible for sick leave. Options include:</p> <ul style="list-style-type: none"> • Personal Crisis Leave (up to 24 hours annually, this comes from the employee’s sick-leave balance so they must have hours available) • Floating Holiday – with supervisor approval • Vacation or Compensatory time – with supervisor approval