



Families First Coronavirus Response Act (FFCRA) Policy

Effective January 1, 2021

Statement of Policy

It is the policy of Milwaukee Public Schools (MPS) to comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provides employees with Emergency Paid Sick Leave (EPSL) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020. While the FFCRA expires on December 31, 2020, MPS will extend some provisions of the EPSL benefit through June 30, 2021. This EPSL extension is subject to change by MPS at any time and will be superseded by any COVID-19 leave benefits enacted by the state or federal government that MPS is mandated to follow.

Emergency Paid Sick Leave (EPSL)

Emergency paid sick leave will be available for an employee who is unable to work or work remotely because:

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; or
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

Eligibility for EPSL

All employees, regardless of their tenure with the organization, with full-time or part-time status are eligible to receive this benefit.

Paid Benefits for EPSL

Eligible employees will receive up to two weeks of paid sick leave as follows:

- Full-time employees (regularly scheduled to work 40 or more hours per week): 80 hours at their regular rate of pay, subject to caps and reasons noted below.
- Part-time employees: the number of hours that the employee works, on average, over a two week period, subject to caps and reasons noted below.

Payments are capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness or quarantine (reasons 1, 2 and 3 above).

Taking Leave

Employees must follow all departmental call-in procedures when using leave provided by this policy and employees must clearly articulate their reason for taking qualifying leave. This leave entitlement is in addition to an employee's regular sick leave balance.

Return to Work Following EPSL

Employees are required to follow guidelines established by MPS's Policy and Administrative Guidelines and the Milwaukee Health Department's protocols as it relates to ceasing home quarantine and isolation practices.

General questions about the MPS Families First Coronavirus Response Act (FFCRA) Policy can be sent to COVID19leaves@milwaukee.k12.wi.us.