



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Families First Coronavirus Act Leave Policy
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Vital Statistics Administrative Supervisor or Fiscal Manager
ORIGINAL DATE ADOPTED:	4/1/2020
LATEST EFFECTIVE DATE:	4/14/2020
REVIEW FREQUENCY:	Expires 12/31/2020
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-056-P

A. PURPOSE

The intent of this document is to inform staff of their rights and responsibilities related to the Families First Coronavirus Act (FFCRA), effective through December 31, 2020

B. POLICY

Canton City Public Health employees may be entitled to up to 480 hours of leave, subject to the provisions below, if they must take time off work for any of the following reasons:

1. The employee is subject to a Federal, State or Local government 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 is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee is caring for a child whose school or place of care is closed (or child-care provider is unavailable) for reasons related to COVID-19; or
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

C. BACKGROUND

Add any background clarification that might be needed. If none, indicate this section with N/A.

D. GLOSSARY OF TERMS

- FML: Family Medical Leave Act

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. WHO IS ELIGIBLE AND RATES OF PAY

- a. All employees may be entitled to up to 80 hours of paid sick leave, at their regular rate of pay, for reasons 1 to 4 and 6. ¹
 - i. Reasons 1 to 4 will be paid at the employee’s normal rate of pay.
 - ii. Reason 6 will be paid at two-thirds the employee’s normal rate of pay.
- b. Staff who have been employed for at least 30 days may also be entitled to up to an additional 10 weeks, at 40 hours per week, of paid Expanded Family and Medical Leave (EFML) at two-thirds their regular rate of pay for reason 5 above. ¹
 - i. A part-time employee off for reason 5 above may be eligible for leave for the number of hours that the employee is normally scheduled to work over that period. ¹



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2. REQUIRED DOCUMENTATION

- a. Employees must provide their supervisor, or division leader, with written notice of the need for leave. The notice must include: ²
 - i. The employee's name;
 - ii. The qualifying reason for leave;
 - iii. A statement that the employee is unable to work, including telework, for that reason;
 - iv. The dates the leave is requested.
- b. Employees must also provide documentation to substantiate the need for leave and the qualifying reason. This might include: ²
 - i. A health official's order for isolation or quarantine;
 - ii. Documentation from the employee's health care provider advising self-quarantine, if available;
 - iii. A notice published by the government of school and/or child-care closure;
 - iv. A website, newspaper or email from a school or child-care provider announcing the closure.
- c. FMLA medical certifications must be provided for reasons such as an employee's own serious health condition or caring for a family member with a serious health condition. ²
- d. Form 800-056-01-F must be completed at the end of each pay period for any FFCRA leave taken.

3. INTERMITTENT LEAVE

- a. Intermittent leave is permitted by Canton City Public Health but must be approved in advance by the employee's supervisor, division leader, or the health commissioner. ³

4. RELATION TO FMLA

- a. Employees who are unable to work and who are off work on Expanded Family and Medical Leave.
 - i. The additional 10 weeks off at two-thirds pay is included in the 12 weeks available to all employees under the Family and Medical Leave Act of 1993. Employees are entitled to 12 weeks combined of FLMA and EFML in a rolling 12-month period.

5. OUT OF STATE TRAVEL

- a. Given the extremely limited circumstances under which out of state travel is permitted under the Health Director's April 2, 2020 stay at home order, it is not expected that any employees will need travel out of state during the effective dates of this order. If an employee does travel out of state, in accordance with the Ohio Department of Health Director's Amended Stay at Home Order, dated April 2, 2020, Canton City Public Health requires that employee to self-quarantine for a period of 14 days upon return to Ohio. ⁴
 - i. Employees may use accrued sick leave, compensatory time, vacation or FFCRA sick leave as described in E.1.a above.
- b. An employee must consult with their supervisor or division leader prior to beginning the self-quarantine period. This consultation does not need to occur in-person.

6. ILLNESSES

- a. In accordance paragraph 19(b) of the Ohio Department of Health Director's Amended Stay at Home Order, dated April 2, 2020, Canton City Public Health requests that any employee experiencing COVID-19 symptoms or other illness will self-isolate for a period of no less than 7 days. ⁴



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- b. Employees who are self-isolated due to COVID-19 symptoms or other illness may use accrued sick leave, compensatory time, vacation or FFCRA sick leave as described in E.1.a above.
- c. Pursuant to the guidelines provided by the Centers for Disease Control (CDC) dated March 16, 2020 and the Ohio Department of Health “Stay at Home” order amended April 2, 2020, the following guidelines will be used for employees returning to work following illness from a confirmed or suspected COVID-19 infection OR returning from work from other illness. These guidelines are subject to change as needed. ^{4 5}
 - i. People who are placed under isolation or quarantine under supervision by a local public health department are to follow the directions of the local health department. They will not return to work until instructed to do so by the public health department that placed them under isolation or quarantine.
 - ii. People ill with COVID-19 who have stayed home (self-isolated), can stop home isolation under the following conditions:
 1. The individual has had no fever for at least 72 hours (three (3) full days of no fever without the use of medication that reduces fevers) AND;
 2. other symptoms have improved (for example, when your cough or shortness of breath have improved) AND;
 3. at least 7 days have passed since the symptoms first appeared.
 - iii. People who have stayed at home due to close contact with a confirmed or suspected case of COVID-19 (self-quarantine) may return to work under the following conditions:
 1. The individual is not experiencing any symptoms compatible with COVID-19 (fever, shortness of breath, dry cough) AND;
 2. At least 14 days have passed since the last known close contact with a person ill with COVID-19.
 - iv. People who have stayed at home due to other illness or being sent home from work as part of workplace monitoring may return to work under the following conditions:
 1. The individual is free of fever without the use of medication for at least 72 hours (three full days) AND
 2. Symptoms have improved for at least 72 hours AND
 3. at least 7 days have passed since the symptoms, including fever, first appeared.
 - v. Documentation from a health care provider is not required to return to work. ⁴

F. CITATIONS & REFERENCES

1. Attachment 800-056-02-A Families First Coronavirus Response Act: Employee Paid Leave Rights – United States Department of Labor - <https://www.dol.gov/agencies/whd/pandemic/ffcr-employee-paid-leave>
2. Attachment 800-056-03-A Families First Coronavirus Response Act: Employer Paid Leave Requirements – United States Department of Labor - <https://www.dol.gov/agencies/whd/pandemic/ffcr-employer-paid-leave>
3. <https://www.ballardspahr.com/alertspublications/legalalerts/2020-03-27-ffcr-updates-us-department-of-labor-issues-guidance-and-congress-passes-cares-act>
4. 800-056-04-A Directors Amended Stay at Home Order_04022020.pdf
5. Attachment 800-056-05-A CDC Sick With COVID-19 Fact Sheet.pdf - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>



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G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Robert Knight, Performance Improvement and Accreditation Coordinator
2. Christi Allen, Fiscal Manager
3. James Adams, Health Commissioner

H. APPENDICIES & ATTACHMENTS

800-056-02-A Families First Coronavirus Response Act: Employee Paid Leave Rights

800-056-03-A Families First Coronavirus Response Act: Employer Paid Leave Requirements

800-056-04-A Directors Amended Stay at Home Order_04022020.pdf

800-056-05-A CDC Sick With COVID-19 Fact Sheet.pdf

I. REFERENCE FORMS

800-056-01-F Families First Coronavirus Act Policy Leave Form

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.

James M. Adams
Health Commissioner
April 14, 2020