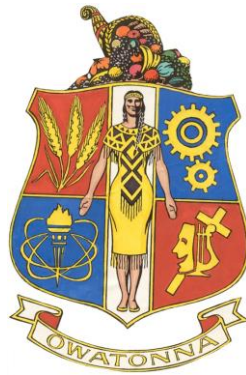


# THE CITY OF

Human Resources  
Lynn Gorski



# OWATONNA

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To: Mayor and Council

From: Lynn Gorski

Date: April 1, 2020

RE: Approval and Acknowledgment of the Emergency FMLA and Paid Sick Leave

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**Purpose:**

To approve and acknowledge the recently enacted Federal Emergency Family and Medical Leave Expansion (EFML) and Emergency Paid Sick Leave Acts (EPSL).

**Background:**

On March 18, 2020 President Trump signed into law the Coronavirus Emergency Aid Package. The Coronavirus Emergency Aid Package included 2 parts to the Families First Coronavirus Response Act "FFCRA".

The following leave will become effective for eligible employees at the City of Owatonna effective March 19, 2020 through December 31, 2020. Employees employed for at least 30 days with the City of Owatonna are eligible.

The Emergency Paid Sick Leave Act requires public employers to provide their employees with up to 80 hours of paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

The Emergency Family and Medical Leave Expansion Act grants up to 12 weeks of job-protected leave to care for children because school has been closed or they are without childcare, due to a public health emergency.

**Emergency Paid Sick Leave:**

- A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.
- City Employee - Full pay capped at \$511 per day max, \$5,110 in the aggregate if (1) Quarantined, or (2) Seek a diagnosis or preventive care for the COVID-19 virus.
- Care for Others – Two-thirds pay capped at \$200 per day max, \$2,000 in the aggregate if (1) Care for a family member who has been quarantined or advised by health care provider to self-

quarantine, or (2) Care for a child whose school has closed or whose child care provider is unavailable, due to the COVID-19.

- Employees will have the option to use sick leave, PTO, vacation or comp time to make up for the one-third of their wages if caring for others.

#### **FMLA – Families First Coronavirus Response Act**

- Employees employed for at least 30 days are eligible for 12 weeks of FMLA leave due to a public health emergency for (1) School or childcare closed, or (2) Childcare provider is not available due to public health emergency.
- The first 10 days of the leave are unpaid, the following 10 weeks are paid at no less than 2/3 of the employee's hourly salary up to \$200 per day (\$10,000 in the aggregate) for the number of hours the employee would be normally scheduled to work.
- Employee may elect to use emergency paid sick leave, PTO, vacation, sick time, comp time or unpaid time for the first 10 days of leave.
- Emergency workers are provided emergency care through their local school district.

#### **Budget Impact:**

The budget impact will be based on the total number of days the employees use for the emergency leave.