



Families First Coronavirus Response Act Frequently Asked Questions

What is the Families First Coronavirus Response Act?

On March 18, 2020, The Families First Coronavirus Response Act was signed into law. Employees may request paid sick leave under the Emergency Paid Sick Leave Act and paid leave under the Emergency Family and Medical Leave Expansion Act beginning April 1, 2020 and ending December 31, 2020. The Act applies to full-time and part-time employees only. Substitute Teachers and OPS hourly employees are not covered.

How can I be paid under these Acts and for how long?

You can be paid up to two weeks if you meet one of the following requirements:

- You have been quarantined at the advice of a health care provider due to COVID-19 concerns and are unable to work or telework (a physician's statement will be required)
- You have been ordered by the government to quarantine or self-isolate due to COVID-19 concerns and are unable to work or telework
- You are experiencing COVID-19 symptoms and seeking a medical diagnosis and are unable to work or telework (a physician's statement will be required)
- You are unable to work or telework because you are caring for an individual subject to quarantine by the government or health care provider (a physician's statement will be required)
- You are unable to work or telework because you are caring for your minor biological child or child you are legal guardian of whose school or child care provider is closed or unavailable for reasons related to COVID-19

May I take two weeks of paid leave for my self-quarantine and then another amount of paid sick leave for another reason provided under the Emergency Paid Sick Leave Act?

No. Employees are only eligible for a total of two weeks beginning April 1, 2020 and ending December 31, 2020 for any combination of qualifying reasons.

How can I qualify for additional leave?

You may qualify for an additional ten weeks (up to twelve weeks total) if you meet the following requirements:

- You have been employed with Leon County Schools for at least 30 days and
- You are unable to work or telework because you are caring for your minor biological child or child you are legal guardian of whose school or child care provider is closed or unavailable for reasons related to COVID-19

If I am already on leave under the Family and Medical Leave Act, can I switch to this Expanded Act and be paid?

No. If you are already on leave under the Family and Medical Leave Act, you will have to continue on the original plan.

If I have already used twelve weeks of leave in a twelve month period under the Family and Medical Leave Act, will I be entitled to twelve more weeks under the Expanded Act?

No. Leave under the Family and Medical Leave Act whether it is the original one or the new Expanded one only allows for twelve weeks in a twelve month period.

Does paid sick time provided under this Act carry over from one year to the next?

No. Paid sick time provided under this Act does not carry over from one year to the next and employees are not entitled to reimbursement for unused leave upon any type of separation of employment that pays the remaining balance of sick leave.

How can I request paid leave under the Emergency Paid Sick Leave Act and/or Emergency Family and Medical Leave Expansion Act and when?

You must request the leave as soon as the need for it is foreseeable. Complete the Families First Coronavirus Response Act Leave Request form. You will be required to attach a physician's statement for certain requests. Email the form and physician's statement to COVIDLeave@leonschools.net for approval. There is also a fillable form on the District's website under Departments and Leave Accounting.