



William D. Gore, Sheriff

San Diego County Sheriff's Department

Employee Relations Bulletin

April 2020

Families First Coronavirus Response Act

As many of you know Families First Coronavirus Response Act (FFCRA) went into effect 4/1/20 to assist employees in need by providing up to 80 hours of Emergency Paid Sick Leave (EPSL) and expanding the FMLA. If you are an employee in need of assistance because you have been negatively affected by COVID-19, please see the eligibility requirements below (Situations 1-4) to understand how FFCRA can assist. EPSL is effective from 4/1/20 to 12/31/20.

Emergency Paid Sick Leave (EPSL) Qualifying Situations for COVID-19

Situation 1: I am quarantined by Fed, State, Local, health care provider order, experiencing symptoms and seeking medical diagnosis, and I cannot telework. (DOL Employee Rights – Reasons 1-3)

Self	New Leave	Max Benefit
	Employee will be eligible for up to 80 hours of paid leave.	<ul style="list-style-type: none"> The County will pay your regular rate of pay up to \$511 per day/\$5,110 total. Employee may substitute additional paid leave to receive full pay.

Part-Time employees will be entitled to the number of hours typically worked in a two-week period.

Situation 2: I am caring for an individual who is quarantined due to COVID-19 and I cannot telework. (DOL Employee Rights – Reasons 4)

Other	New Leave	Max Benefit
	Employee will be eligible for up to 80 hours of paid leave.	<ul style="list-style-type: none"> The County will pay up to 2/3 your regular rate of pay. Maximum \$200 per day / \$2000 total. Employees may substitute additional paid leave to receive full pay.

Part-Time employees will be entitled to the number of hours typically worked in a two-week period.

Situation 3: I am caring for my child due to school closure/lack of daycare and I cannot telework. (DOL Employee Rights – Reasons 5)

Child	New Leave	Max Benefit
	Employee will be eligible for up to 80 hours of paid leave.	<ul style="list-style-type: none"> The County will pay up to 2/3 your regular rate of pay. Maximum \$200 per day / \$2000 total. Employees may substitute additional paid leave to receive full pay.

Part-Time employees will be entitled to the number of hours typically worked in a two-week period.

Expanded FMLA Public Health Emergency (FML-PHE) Leave

FMLA Expansion: After an employee exhausts EPSL (Situation 3), they may apply for Expanded FMLA-PHE.

Situation 4: I am caring for my child due to school closure/lack of daycare (employed by the County over 30 days) and I cannot telework.

FML PHE	New Leave	Max Benefit
	Employee will be eligible for up to 12-weeks of leave. If employee had previously used FML in the last 12 months, the amount of FML available for use will be reduced.	<ul style="list-style-type: none">• The County will pay up to 2/3 your regular rate of pay. Maximum \$200 per day / \$10,000 total.• Employees may substitute additional paid leave to receive full pay.• The first 10 days of leave are unpaid. Employee may substitute accrued leave OR Emergency Paid Sick Leave to received pay during the initial 10 days.

Note: Emergency Paid Sick Leave (EPSL) is available for immediate use. Employees are eligible for FML-PHE after 30 days of employment. Employees do not have to use other leave balances before using EPSL. EPSL and FML PHE are not available to anyone who is teleworking.

Medical Liaison Unit and Payroll

Employees requesting to use EPSL or any COVID-19 related leave should email their associated MLU representative to complete their request. See Request Form:

- [Emergency Paid Sick Leave and FMLA PHE Form](#)
- [Medical Liaison Unit](#)
- [DHR 605 - Family First Coronavirus Response Act](#)



Sheriff's Payroll staff is responsible for the reviewing, monitoring and calculating the amount of an employee's EPSL and FML- PHE pay in Kronos. Contact your **Payroll Representative** or **Main Line** at [REDACTED].

