**Do Your Employees Qualify for Paid Leave due to COVID-19?**

How to help your staff understand the new laws

Phones are ringing at glass companies across the country with employees asking if they need to come in to work or not, and how it will affect their paycheck. And while the new Families First Coronavirus Response Act (FFCRA) requires companies to pay sick leave—and to pay employees who must stay home to take care of children due to COVID-19-related school closures—there are specific rules that apply. To help your employees determine when they qualify for paid leave, the National Glass Association has developed a fact sheet that you can distribute to your workforce.

This fact sheet is for use at private companies with less than 500 employees. It is designed to help employees understand what is covered—and what is not—under the FFCRA. It’s applicability will depend on whether or not your company is an essential business within your state(s). Customize the worksheet with your company name, and to your business and local government’s response to COVID-19.

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TO: **[Company Name]** employees

FR:

DATE:

Subject: Paid Leave during COVID 19

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Many of you have questions related to the Families First Coronavirus Response Act (FFCRA) and how it applies to you personally as an employee at **[Company Name].** The FFCRA requires businesses like ours (private companies with less than 500 employees) to pay sick leave—and to pay employees who must stay home to take care of children due to COVID-19 related school closures—but there are specific rules that apply. This fact sheet is designed to help you better understand the new rules.

**PAID SICK LEAVE**

## To qualify for paid sick leave, you must be under a medical provider’s care. However, it is not necessary to have a COVID-19 test to qualify.

* You are not required to use other paid time off before using paid sick leave.
* If you are a full-time employee, you will get 80 hours of paid sick time at full pay if you can’t work because you have a doctor’s order to self-quarantine due to suspected or verified COVID-19 symptoms. If you are a part-time employee, you will get an average (from a typical two-week period) of the hours you worked as paid sick leave.

**You will not get paid by the government:**

* To stay home to self-quarantine because you are scared to come to work
* If you have work available to you at [Company Name] and have no COVID-related reason to miss that work.

**PAID FAMILY LEAVE**

* If you have been working for [Company Name] for 30 days, you can take up to 12 weeks of paid family leave at 2/3 regular pay if you can’t work because you must take care of children (under 18 years of age), whose school is closed due to the COVID-19 emergency and no other caregiver is available.
* You can take two weeks of paid sick time at 2/3 regular pay because you must care for an individual subject to quarantine.

**You will not:**

* Get two weeks of paid sick time at your *regular* pay rate if you can’t work because you must care for school-aged children whose school or regular caregiver is closed or unavailable due to COVID-19. (You may be eligible for paid family leave at 2/3 regular pay as described above)