

CITY OF TORRANCE INTEROFFICE COMMUNICATION

Date: March 31, 2020

TO: All City Employees
FROM: LeRoy J. Jackson, City Manager
SUBJECT: Families First Coronavirus Response Act (FFCRA)

PLEASE POST AND DISTRIBUTE FOR ALL EMPLOYEES

On March 18, 2020, President Trump signed the Families First Coronavirus Response Act (FFCRA) into law. The FFCRA provides employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions of the act will be in effect April 1, 2020 through December 31, 2020.

Prior to this Act taking effect, the City of Torrance allowed employees to accrue negative sick leave balances to account for potential increases in absences related to COVID-19. FFCRA now provides additional paid leave for specified reasons, and as such, effective April 1, 2020, accruals of negative sick leave balances will no longer be allowed.

To simplify the information in the Act, Human Resources has provided a summary of the Act on the following pages.



LeRoy J. Jackson
City Manager

Cc: Mayor and City Council

Eligible Employees:

All City employees, who are unable to work or telework, are eligible for two weeks (up to 80 hours) of paid sick time for qualifying reasons related to COVID-19. This paid sick time is in addition to the sick leave employees already accrue.

City employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

<p>Qualifying Reasons for Leave</p> <ul style="list-style-type: none"> • Employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19. • Employee has been advised by a health care provider to self-quarantine related to COVID-19. 	
<p>Paid Entitlements for Full Time Employees</p> <ul style="list-style-type: none"> • Full time employees are eligible for up to two weeks of paid sick leave at 100% of pay, up to \$511 daily, for a total of \$5,110. • Employees may supplement this two-week period with accrued leave to bring the employee to their full regular pay. 	<p>Paid Entitlements for Part Time Employees</p> <ul style="list-style-type: none"> • Part time employees are eligible for up to two weeks of paid sick leave at 100% of pay, based on the number of hours that the employee is normally scheduled to work over the two-week period. • Employees may supplement this two-week period with accrued leave to bring the employee to their full regular pay.

<p>Qualifying Reason for Leave</p> <ul style="list-style-type: none"> • Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis. 	
<p>Paid Entitlements for Full Time Employees</p> <ul style="list-style-type: none"> • Full time employees are eligible for up to two weeks of paid sick leave at 100% of pay, up to \$511 daily, for a total of \$5,110. • Employees may supplement this two-week period with accrued leave to bring the employee to their full regular pay. • Employees may be eligible for FMLA if they have been employed by the City for at least 12 months, have worked at least 1,250 hours in the past 12 months, and have not exhausted FMLA during the past 12 months. 	<p>Paid Entitlements for Part Time Employees</p> <ul style="list-style-type: none"> • Part time employees are eligible for up to two weeks of paid sick leave at 100% of pay, based on the number of hours that the employee is normally scheduled to work over the two-week period. • Employees may supplement this two-week period with accrued leave to bring the employee to their full regular pay. • Employees may be eligible for FMLA if they have been employed by the City for at least 12 months, have worked at least 1,250 hours in the past 12 months, and have not exhausted FMLA during the past 12 months.

<p>Qualifying Reasons for Leave</p> <ul style="list-style-type: none"> • Employee is caring for an individual subject to an order of a Federal, State, or local quarantine or isolation related to COVID-19, or is caring for an individual advised by a health care provider to self-quarantine related to COVID-19. • Employee is experiencing any other substantially-similar condition specified by the US Department of Health and Human Services. 	
<p>Paid Entitlements for Full Time Employees</p> <ul style="list-style-type: none"> • Full time employees are eligible for up to two weeks of paid sick leave at 2/3 of pay, up to \$200 daily, for a total of \$2,000. • Employees may supplement this two-week period with accrued leave to bring the employee to their full regular pay. 	<p>Paid Entitlements for Part Time Employees</p> <ul style="list-style-type: none"> • Part time employees are eligible for up to two weeks of paid sick leave at 2/3 of pay, based on the number of hours that the employee is normally scheduled to work over that period. • Employees may supplement this two-week period with accrued leave to bring the employee to their full regular pay.

<p>Qualifying Reason for Leave</p> <ul style="list-style-type: none"> • Employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. 	
<p>Paid Entitlements for Full Time Employees</p> <ul style="list-style-type: none"> • Full time employees are eligible for up to two weeks of paid sick leave at 2/3 of pay, up to \$200 daily, for a total of \$2,000. • Employees may supplement this two-week period with accrued leave to bring the employee to their full regular pay. 	<p>Paid Entitlements for Part Time Employees</p> <ul style="list-style-type: none"> • Part time employees are eligible for up to two weeks of paid sick leave at 2/3 of pay, based on the number of hours that the employee is normally scheduled to work over that period. • Employees may supplement this two-week period with accrued leave to bring the employee to their full regular pay.
<p>Extended Entitlements for Full Time Employees</p> <ul style="list-style-type: none"> • Full time employees are eligible for up to an additional ten (10) weeks of expanded family and medical leave at 2/3 of pay, up to \$200 daily, for a total of \$10,000. • Employees may not supplement this ten-week period with any accruals. 	<p>Extended Entitlements for Part Time Employees</p> <ul style="list-style-type: none"> • Part time employees are eligible for up to an additional ten (10) weeks of expanded family and medical leave paid at 2/3 of pay, based on the number of hours that the employee is normally scheduled to work over that period. • Employees may not supplement this ten-week period with any accruals.

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March 31, 2020

Requesting Leave Under Families First Coronavirus Response Act (FFCRA)

To access forms for FFCRA Leave, please:

1. Visit the TEN at:
<https://ten.torranceca.gov/Policy/SupervisorResources/LeavesOfAbsence.aspx>; or
2. Contact your supervisor; or
3. Contact Human Resources at (310) 618-2960.