



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE MEETING AGENDA

FEBRUARY 12, 2021 – 10:30AM

DUE TO COVID-19, THE FEBRUARY 12, 2021 SANTA CRUZ METRO PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Directors, staff and the public may participate remotely via the Zoom website [at this link](#) and entering passcode 563409 or by calling 1-669-900-9128 Meeting ID 852 2188 0666

Public comment may be submitted via email to boardinquiries@scmttd.com. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Board's weekly correspondence that is posted online at board meeting packet link.

The Personnel/Human Resources Standing Committee Meeting Agenda Packet can be found online at www.SCMTD.com.

The Committee may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

COMMITTEE ROSTER

Director Donna Lind, 2020 Board Vice Chair	City of Scotts Valley
Director Larry Pageler	County of Santa Cruz
Director Aurelio Gonzalez	City of Watsonville
Director Mike Rotkin, 2020 Board Chair	County of Santa Cruz
Vacant, Immediate Past Board Chair	City of Capitola
Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel
Margo Ross	METRO COO
Dawn Crummié	METRO HR Director

MEETING TIME: 10:30AM

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 ADDITIONS/DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
- 4 ORAL AND OTHER COMMUNICATIONS TO THE PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE**
This time is set aside for Directors and members of the public to address any item not on the Agenda, but which is within the matter jurisdiction of the Committee. If you wish to address the Committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Committee and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.
- 5 ADOPTION OF AN AMENDED CHAPTER 4 TO TITLE I OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE POLICY FOR LOST AND FOUND ITEMS**
Margo Ross, COO
- 6 REVIEW REQUEST FOR EXTENSION OF THE EMERGENCY PAID SICK LEAVE (EPSL) FOR COVID-19 IMPACTS**
Dawn Crummié, HR Director
- 7 ADJOURNMENT**

Accessibility for Individuals with Disabilities

This document has been created with accessibility in mind. With the exception of certain 3rd party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmtd.com. Upon request, Santa Cruz METRO will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to boardinquiries@scmtd.com or submitted by phone to the Executive Assistant at 831.426.6080. Requests made by mail (sent to the Executive Assistant, Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Public Comment

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included in the official report, please include it in your email. Comments that require a response may be deferred for staff reply.



DATE: February 12, 2021
TO: Personnel/HR Standing Committee
FROM: Margo Ross, Chief Operations Officer
SUBJECT: **ADOPTION OF AN AMENDED CHAPTER 4 TO TITLE I OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE POLICY FOR LOST AND FOUND ITEMS**

I. RECOMMENDED ACTION

That the Personnel/HR Committee review and recommend adoption of the amended Chapter 4 to Title I of the METRO Administrative Code to the full Board of Directors

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) is required to have a policy regarding the safeguarding and disposal of lost and found items which come into METRO's custody.
- METRO has created an Administrative Code to codify certain actions taken by the Board and METRO staff with regard to the safeguarding and disposal of lost and found items.
- Changes are reflected in Attachment A, Redline version.

III. DISCUSSION/BACKGROUND

In 1996, the Board of Directors (Board) adopted a regulation regarding its procedures for the logging, storage and disbursement of lost and found items. In 2003 the regulation was amended to update the hours of operation of the Customer Service Department and in 2005 it was amended to add additional language to the policy.

The proposed revisions to the policy will provide guidelines for staff with respect to the disposition of personal property found or saved on its property. In addition, it will allow the Board to adopt reasonable regulations for the care, restitution, sale or destruction of unclaimed property in its possession.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

In keeping with METRO's effort of strategic alliances and community outreach this change in policy and procedures will provide easy access to the public to retrieve lost items from METRO's Customer Service Department. Additionally, the policy updates the disposal of unsafe articles found on METRO buses.

V. FINANCIAL CONSIDERATIONS/IMPACT

None.

VI. ALTERNATIVES CONSIDERED

- Do nothing is an alternative, but staff does not recommend this action as the prior policy was outdated.

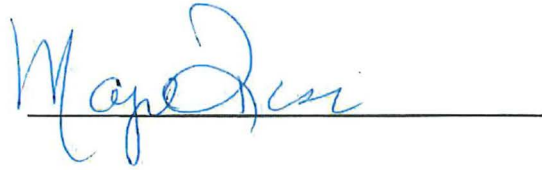
VII. ATTACHMENTS

Attachment A: Amended Chapter 4 to Title I of the METRO Administrative Code – Clean and REDLINE versions

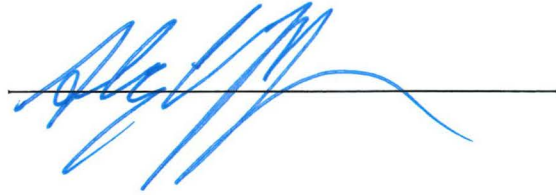
Prepared by: Margo Ross, Chief Operations Officer

VIII. APPROVALS

Margo Ross,
Chief Operations Officer



Alex Clifford, CEO/General Manager



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Attachment A

CLEAN AND REDLINE VERSIONS

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Attachment A - CLEAN

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADMINISTRATIVE CODE

TITLE I – ADMINISTRATION CHAPTER 4

LOST AND FOUND POLICY

Table of Contents:

Article I	General Requirements
Article II	Applicability of the Lost and Found Policy
Article III	Unclaimed Items

Article I

General Requirements

1.4.101 Administrative Procedures

- A. The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) maintains this Lost and Found Policy in compliance with *CA Civil Code Section 2080.6* to safe guard and properly dispose of found items that come into Santa Cruz METRO's custody. Items are kept at the Customer Service Office located within Pacific Station, 920 Pacific Avenue, Santa Cruz, California.
- B. With the exception of items that are purposely discarded (e.g., soiled clothing), lost items listed in Section 1.4.101.C (below) that are left on Santa Cruz METRO buses, bus benches, at transit centers, and /or which have been turned into Bus or ParaCruz Operators, Customer Service Representatives, or any METRO employee will be held at Customer Service for a 3-month period.
- C. Lost items will be stored according to the procedures outlined in this policy.
- D. ONLY the following intact items will be held by Santa Cruz METRO:
 - 1) Electronic devices (cell phones, laptops, iPods, etc.).
 - 2) Wallets/purses and Drivers Licenses or Identification cards.
 - 3) Keys, glasses, jewelry, credit cards, gift cards and cash.
 - 4) Musical Instruments.
 - 5) Skateboards and strollers.
 - 6) Umbrellas.

Attachment A - CLEAN

- 7) Bicycles, bike helmets, and locks.
- 8) Briefcases, portfolios, books and backpacks.
- E. Purposely discarded items and/or broken/non-functional items will be discarded at the end of the business day they are found.
- F. The following items will be disposed of immediately:
 - 1) Hazardous, perishable and unsanitary items.
 - 2) Items prohibited by law (as defined in State or Federal statutes), or items held as evidence, will be turned over to security or law enforcement.
 - 3) Drugs, knives, weapons, and prescription drugs-will be turned over to security for proper disposal.
- G. Lost items can be claimed by calling Customer Service at (831) 425-8600 between the hours of 8:00AM and 5:00PM, Monday through Friday, to check on the status of the lost & found item in order determine if Santa Cruz METRO is in the possession of said item. If it is determined that Santa Cruz METRO is in possession of the item, the owner can then schedule an appointment with the Customer Service Department to pick-up the item from Pacific Station. Lost & found items will only be released during a scheduled appointment and the owner shall produce proof of their ownership. Items may not be claimed after normal business hours or on the weekends.
- H. To claim items in #7 listed above (Bicycles, etc.) the owner must be able to describe the item in full detail and then an on-site Security Guard will release the owner's property directly to them at Pacific Station.
- I. If it is after business hours, and a customer realizes that they have lost a personal item on the bus or at a transit center, the customer can complete a "Customer Service Report" on Santa Cruz METRO's website. To access this, go to the "Rider's Guide" tab on Santa Cruz METRO's website and then select "Lost & Found": <https://www.scmttd.com>.

Article II

Applicability of the Lost and Found Policy

1.4.102

Purpose and Applicability

- A. As a public entity and recipient of state, federal and local funds, Santa Cruz METRO must follow the guidelines of the *CA Civil Code Section 2080.6* regarding Lost and Unclaimed Property. *CA Civil Code 2080.6* allows any public agency to elect to be governed by the provisions of this article with respect to disposition of personal property found or saved on its property subject to its jurisdiction, or may adopt

Attachment A - CLEAN

reasonable regulations for the care; restitution; sale or destruction of unclaimed property in its possession. (*CA Civil Code Section 2080.6 (a)*)

- B. The standards established herein shall apply to all activities associated with all Lost and Found items recovered by Santa Cruz METRO and its employees.

Article III **Unclaimed Items**

1.4.301 **Disposal of Unclaimed Items**

- A. Lost items, having a value of \$100.00 or greater and those having a value of less than \$100.00 that Santa Cruz METRO deems appropriate for auction, listed in Section 1.4.101.C. that remain unclaimed after the 3-month period will be sold at auction to the highest bidder. The auction may be conducted by Santa Cruz METRO or their authorized representative; Santa Cruz METRO may enlist the services of a professional auctioneer to conduct the auction on behalf of Santa Cruz METRO.
- B. Santa Cruz METRO shall publish a “Notice of Auction” to sell/dispose of any property found and stored by Santa Cruz METRO pursuant to the requirements of *CA Civil Code Section 2080.6*.
 - 1) Santa Cruz METRO shall publish the Notice of Auction in a newspaper of general circulation in the County of Santa Cruz at least 5 days before the time fixed for the auction.
 - 2) Any property remaining unsold after being offered at auction may be destroyed or otherwise disposed of by Santa Cruz METRO as the General Manager/CEO or designee may direct.
- C. Lost and unclaimed money in the custody of Santa Cruz METRO that is not claimed within the 3-month period shall be delivered to Santa Cruz METRO's CFO for deposit into Santa Cruz METRO's general fund.

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Attachment A - REDLINE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADMINISTRATIVE CODE

TITLE I – ADMINISTRATION CHAPTER 4

LOST AND FOUND POLICY

Table of Contents:

Article I	General Requirements
Article II	Applicability of the Lost and Found Policy
Article III	<u>Appendices</u> <u>Unclaimed Items</u>

Article I

General Requirements

1.4.101 Definitions

~~The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:~~

~~BOARD shall mean the Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).~~

~~GENERAL MANAGER shall mean the chief executive officer of Santa Cruz METRO appointed by the Board of Directors.~~

Attachment A - REDLINE

~~“Santa Cruz METRO” shall mean the Santa Cruz Metropolitan Transit District as established and operated under Part 10, Division of the California Public Utilities Code.~~

Administrative Procedures

- A. The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) maintains this Lost and Found Policy in compliance with CA Civil Code Section 2080.6 to safe guard and properly dispose of found items ~~which that~~ come into Santa Cruz METRO’s custody. Items are kept at the Customer Service Office located within Pacific Station (~~formerly Santa Cruz Metro Center~~), 920 Pacific Avenue, Santa Cruz, California.
- B. With the exception of items that are purposely discarded (e.g., soiled clothing), ~~lost~~ items listed in Section 1.4.101.C.22-C (below) ~~which that~~ are left on Santa Cruz METRO buses, bus benches, at transit centers, and /or which have been turned into Bus or ParaCruz Operators, Customer Service Representatives, or any METRO employee will be held at Customer Service for a 330-day ~~month period~~period.
- C. Lost items will be stored according to the procedures outlined d in this policy.

~~C.~~ ONLY ~~t~~The following intact items will be held by Santa Cruz

METRO:

a.1) Electronic devices (cell phones, laptops, iPods, etc.).

~~C.~~ -b.2) Wallets/purses and Drivers Licenses or Identification cards.

~~e.3~~) Keys, glasses, jewelry, credit cards, gift cards and cash.

~~d.4~~) Musical Instruments.

~~e.5~~) Skateboards and strollers.

~~f.6~~) Umbrellas.

~~g.7~~) Bicycles, bike helmets, and locks.

8) Briefcases, portfolios, books and backpacks.

~~h.~~

Attachment A - REDLINE

~~D.~~ ~~All other~~ Purposely discarded items and/or broken/non-functional items will be discarded at the end of ~~that the~~ business day they are found.

~~E.~~ The following items will be disposed of immediately:

~~a.1)~~ Hazardous, perishable and unsanitary items.

~~b.2)~~ Illegal items Items prohibited by law (as defined in State or Federal statutes), or items held as evidence, will be turned over to security or law enforcement.

~~c.3)~~ Drugs, knives, weapons, and ~~pre~~prescription ~~drugs~~prescription drugs will be turned over to security for proper disposal.

Lost items can be claimed by calling Customer Service at (831) 425-8600 between the hours of 8:00AM and 5:00PM, Monday through Friday, to check on the status of the lost & found item and in order determine if METRO is in the possession of the said item. If it is determined that Santa Cruz METRO is in possession of the item, the owner can then schedule an appointment with the Customer Service Department to pick-up the item from Pacific Station. Lost & Found items will only be released during a scheduled appointment and the owner shall produce proof of their ownership. Items may not be claimed after normal business hours or on the weekends.

To claim items in #7 listed above (Bicycles, etc.) the owner must be able to describe the item in full detail and then an on-site Security Guard will release the owner's property directly to them at Pacific Station.

~~F.~~ ~~from 7:00 AM to 6:00 PM, Monday through Friday ONLY.~~ Items can be picked up at Customer Service located at Pacific Station. If an owner appears and the property in question is in the possession of Santa Cruz METRO, the owner shall produce proof of his or her ownership. Items may not be claimed after normal business hours or on weekends.

~~F.~~ ~~a.1)~~ If it is after business hours, and a customer realizes that ~~he/she/they~~ he/she/they ~~has~~ has lost a personal item on the bus or at a transit center, the customer can complete a "Customer Service Report" on Santa Cruz METRO's ~~w~~Website. To access this, go to the "Rider's Guide" tab on Santa Cruz METRO's website and then select "Lost & Found": <https://www.scmttd.com>.

~~Simply click the Customer Service icon on METRO's homepage to obtain a Customer Service Report. <https://www.scmttd.com>~~

Attachment A - REDLINE

Article II

Applicability of the Lost and Found Policy

1.4.201 Purpose and Applicability

- A. As a public entity and recipient of state, federal and local funds, Santa Cruz METRO must follow the guidelines of the CA Civil Code Section 2080.6 regarding Lost and Unclaimed Property. CA Civil Code ~~2080.6~~ allows any public agency to elect to be governed by the provisions of this article with respect to disposition of personal property found or saved on its property subject to its jurisdiction, or may adopt reasonable regulations for the care; restitution; sale or destruction of unclaimed property in its possession. (CA Civil Code Section 2080.6 (a))
- B. The standards established herein shall apply to all activities associated with all Lost and Found items recovered by Santa Cruz METRO and its employees.

Article III Unclaimed Items

1.4.301 Disposal of Unclaimed Items

- A. Lost items, having a value of \$100.00 or greater and those having a value of less than \$100.00 that Santa Cruz METRO deems appropriate for auction, listed in Section 1.4.101.C. ~~2-C~~ that remain unclaimed after the 3-month~~30-day~~ period will be sold at auction to the highest bidder by an auction house chosen by Santa Cruz METRO's BOARD. The auction may be conducted by Santa Cruz METRO or their authorized representative; Santa Cruz METRO may enlist the services of a professional auctioneer to conduct the auction on behalf of Santa Cruz METRO.
- B. Santa Cruz METRO The CEO/General Manager shall publish a "Notice of Auction" to sell/dispose of any property found and stored by Santa Cruz METRO pursuant to the requirements of CA Civil Code Section 2080.6.
 - ~~1-1~~ 1.1) Santa Cruz METRO The CEO/General Manager shall publish ~~have~~ the Notice of Auction ~~published~~ in a newspaper of general circulation in the County of Santa Cruz, ~~at least 5~~ at least 5 days before the time fixed for the auction.
 - ~~2-2~~ 2.2) Any property remaining unsold after being offered a ~~6t~~ auction may be destroyed or otherwise disposed of by Santa Cruz METRO as the General Manager/CEO or designee may direct.

Attachment A - REDLINE

- C. Lost and unclaimed money in the custody of Santa Cruz METRO that is not claimed within the ~~three (3)~~-month period shall be delivered to Santa Cruz METRO's CFO for deposit into Santa Cruz METRO's general fund. If METRO determines that any property transferred to it for sale is needed for a public use, such property may be retained by METRO and need not be sold.

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DATE: February 12, 2021
TO: Personnel/Human Resources Standing Committee
FROM: Dawn Crummié, Human Resources Director
SUBJECT: REVIEW REQUEST FOR EXTENSION OF THE EMERGENCY PAID SICK LEAVE (EPSL) FOR COVID -19 IMPACTS

I. RECOMMENDED ACTION

That the Personnel/Human Resources Standing Committee:

- **Review the request for extension of the Emergency Paid Sick Leave (EPSL) provision for the below-specified reasons, as illustrated in the Families First Coronavirus Response Act (FFCRA) to a Santa Cruz Metropolitan Transit District (METRO) agency program until March 31, 2021**
- **Approve a rollover of unused hours for all METRO employees with a remaining balance of the EPSL as of 12/31/20, retro to January 1, 2021.**
- **Direct staff to suspend the extension program if federal or state legislation results in an extension of FFCRA or a replacement program**
- **Recommend approval to the full Board of Directors**

II. SUMMARY

In light of the ongoing public health emergency, employees remain vulnerable to illness as a result of the community spread and necessitate time off. Federal legislation to provide employer paid time off for employees experiencing COVID related medical impact expired on December 31, 2020. Conversion of the federal legislation to a Santa Cruz Metropolitan Transit District (METRO) policy will provide employees with an ability to rollover unused hours and utilize them for time off for specified COVID related health needs through March 31, 2021.

III. DISCUSSION/BACKGROUND

On March 18, 2020, the President signed into law the Families First Coronavirus Response Act (FFCRA), which aimed to provide initial relief to workers who were affected by the COVID-19 pandemic. This new law required covered employers to offer 80 hours of paid time for the employee's COVID related illness or quarantine.

Due to the lack of any federal or similar state action, FFCRA expired on December 31, 2020. Absent an extension of the program, employees are now required to utilize their accruals for COVID related time off. Although FFCRA expired, the recent surge warrants extending the EPSL provision for METRO employees who did not utilize their available hours in calendar year 2020. The extension will ensure that employees are able to honor state and local guidance for quarantine or self-isolation in an effort to stop the community spread.

The current proposed extension of the EPSL Program would be available to employees for specified reasons, who did not exhaust their 80 hours by December 31, 2020. As such, unused hours, either the full 80 hours or partial remaining hours, will be rolled over for use until March 31, 2021. The intent of the program is also to bridge any gaps in employee eligibility from the expiration of FFCRA to the initiation of the METRO program.

This action applies only to the EPSL provisions of the FFCRA. Specifically, employees may only take paid EPSL under this METRO program for Qualifying Reasons 1 through 4 on the Employee Rights poster issued by the Department of Labor (attached).

EPSL under this METRO program may not be used during self-quarantine after non-essential travel.

This action does not extend or otherwise impact the expiration on December 31, 2020 of the Emergency Family and Medical Leave Expansion Act (EFMLEA) provision of the FFCRA, which required paid emergency family and medical leave for eligible employees caring for a child whose school or place of care was closed or whose child care provider was unavailable for reason related to COVID-19.

The extension of the EPSL provision will be funded in the operating budget by available federal, state and local revenue sources. In the event that federal and state stimulus funds are received, these funds could be appropriated to cover expenses related to the extension of the program. If there is a federal extension and/or state legislation enacted, the new federal and/or state legislation would replace METRO's extended program.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report ties to the following strategic priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop
- Strategic Alliances and Community Outreach

V. FINANCIAL CONSIDERATIONS/IMPACT

Based on staff usage of EPSL between April 2020 and December 2020 in the amount of \$195K, it is anticipated that the fiscal impact of the extension to a METRO program until March 31, 2021 will be approximately \$30K. This amount takes the recent COVID-19 surge into consideration.

VI. ALTERNATIVES CONSIDERED

Not approving the extension of the Emergency Paid Sick Leave Program. Staff does not recommend this option. The extension will ensure that employees are able to honor state and local guidance for quarantine or self-isolation in an effort to stop the community spread without having to deplete their accrual balance.

VII. ATTACHMENTS

Attachment A: FFCRA Poster

Prepared by: Dawn Crummié, HR Director

VIII. APPROVALS

Dawn Crummié, HR Director



Approved as to fiscal impact:
Kristina Mihaylova,
Deputy Finance Director



Alex Clifford, CEO/General Manager



EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

<ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); 	<ol style="list-style-type: none"> 5. 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; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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▶ ENFORCEMENT

The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



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