



Town of Danvers

Office of the Town Manager

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MEMORANDUM

TO: All Eligible Employees

FROM: Jen Breaker, Assistant Town Manager

DATE: April 6, 2020

RE: FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) SUMMARY

SUMMARY:

On Wednesday, March 18, 2020 President Donald Trump signed into law the “Families First Coronavirus Response Act (FFCRA or Act)”. This 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.

ELIGIBLE EMPLOYEES:

An employee is entitled to take FFCRA leave, which is related to COVID-19, if the employee is unable to work, including unable to telework.

A part-time employee is eligible for leave based on the number of hours he/she is normally scheduled to work. We will refer to the Payroll Authorization Form for the scheduled work hours and recent payroll records.

EMERGENCY PAID LEAVE ACT INFORMATION:

Employees may receive up to two weeks (80 hours), or a part-time employee’s two-week equivalent, of paid sick leave based on their regular rate of pay, paid at:

- 100%, up to \$511 daily and \$5,110 total, for the following qualifying reasons:
 1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. Employee has been advised by a health care provider to self-quarantine related to COVID-19;
 3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

- 2/3rds, up to \$200 daily and \$2,000 total, for the following qualifying reasons:
 4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);

5. Employee is caring for his or her child under the age of 14 whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.
6. Employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services;

- Employees can elect to use accrued sick time to make themselves “whole” under either payment option. This is not required.

EMERGENCY FAMILY MEDICAL LEAVE ACT INFORMATION:

Employees who have been employed for at least 30 days prior to their leave request, and within the bill’s enactment, may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave. This will be paid at 2/3, up to \$200 daily and \$10,000 total, for the following reason:

1. Employee is caring for his or her child under the age of 14 whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.

Employees can elect to use accrued sick time to make themselves “whole” under the FFCRA FMLA option. This is not required.

PROCESS TO REQUEST TIME:

If you would like to request leave under the Emergency Paid Leave Act and/or the Emergency Medical Leave Act, please complete the ***Families First Coronavirus Response Act Leave Request Form***, which is attached to this memo. In addition, you can call Human Resources at (978) 777-0001 (DO NOT PRESS 1, wait and dial ext. 3030) or email them at hr@danversma.gov for assistance.

ADDITIONAL INFORMATION REGARDING PENSIONABLE MONIES:

For those employees who participate in the Danvers Retirement System, please be advised that sick leave paid to members under the Families First Coronavirus Response Act (FFCRA) are consistent with regular compensation requirements, and retirement contributions should be withheld from payments which invoke the FFCRA.

FFCRA payments of sick leave should be treated similarly as sick leave payments made to an employee which draw upon the employee’s own accrued leave. An employee receiving FFCRA paid sick leave should have no break in service, and should continue to receive credit towards retirement, just as the employee would if using his or her own leave.

In closing, if you have any questions regarding this matter, you are welcome to contact Human Resources.