



WOONSOCKET EDUCATION DEPARTMENT

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Mickey Dargon, Director of Human Resources & Labor Relations

Federal Families First Coronavirus Response Act (FFCRA)

Woonsocket Education Department strives to provide a safe and secure working environment for all employees. In the event an employee shows symptoms of COVID-19, is tested for COVID-19, or has a confirmed case of COVID-19, the Woonsocket Education Department has provided this overview of employment responsibilities during Distance Learning.

ROUTINE ABSENCE

If you are *ill and unable* to fulfill your online duties, if your illness is *unrelated* to COVID-19, please email Mickey Dargon at mdargon@woonsocketschools.com as well as your principal and an absence will be created for you in AESOP. In the case of a long term illness, we will find substitute coverage if this is what makes sense for the student(s). This decision will be made on a case by case basis.

COVID-19 ABSENCE

If you are *ill and unable* to fulfill your online duties *and* your illness is *related to COVID-19*, please email Mickey Dargon at mdargon@woonsocketschools.com as well as your principal and an absence will be tracked for you by Human Resources as outlined below. When reporting you must provide Human Resources with the [“Request for Emergency Sick Leave” form](#). Within five days of reporting you must provide Human Resources with a letter from your medical provider stating your inability to Tele-work as a result of one of the reasons below.

FFCRA provides all employees with new paid-time-off benefits for the following reasons:

1. You are subject to a coronavirus quarantine or isolation order;
2. You have been advised by a health care provider to self-quarantine due to coronavirus concerns;
3. You are experiencing symptoms of coronavirus and are seeking a medical diagnosis;
4. You are caring for an individual described in (1) or (2) above;
5. You are caring for a child whose school or place of care is closed, or the childcare provider of the child is unavailable, due to coronavirus precautions.
6. You are experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

For reasons (1) through (4) and (6): A full-time employee is eligible for 10 days of leave, and a part-time employee is eligible for the number of days of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period. Must have been employed by WED for more than 30 days to be eligible.

- 10 days of Emergency Sick Leave for COVID-19 related reasons defined above. These 10 days will not be deducted from your accrual and will be charged before any days are taken from your accrual unless you choose not to use them. If you are absent due to one of the above reasons, please email Mickey Dargon at mdargon@woonsocketschools.com your absence as either Sick COVID self (#1, 2, 3, or 6) or Sick COVID family (#4 & 5).
- *Pay for reasons 1, 2, 3, & 6* (Sick COVID self) is your regular daily rate or \$511, whichever is lower.
- *Pay for reasons 4 & 5* (Sick COVID family) is $\frac{2}{3}$ of your regular daily rate or \$200/day, whichever is lower. If your daily rate is more than the cap, you may choose to use your regular sick days or 5 sick family days if you haven't used them all yet. (Please check the Employee Portal to see how many sick family days you've used this year if you're not sure.) Just enter "sick self" or "sick family" as you normally would.

Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

There is no option for intermittent leave under FFCRA.

If an employee is able to "Tele-Work" then FFCRA does not apply.

An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave or unpaid leave under FFCRA.

Employers will be prohibited from (i) requiring workers to find replacements to cover their hours during time off; or (ii) discharging or discriminating against workers for requesting paid sick leave or filing a complaint against the employer related to such.

The FFCRA expires on December 31, 2020.

On Wednesday, March 25, 2020, Mickey Dargon emailed all staff the [Families First Coronavirus Response Act Poster](#) as required by law, additionally it was added to the [COVID-19 FAQ](#) on the same day.

Rhode Island Department of Health – [Q & A guide on COVID-19](#)