



COVID-19 Leave FAQ

Due to the coronavirus (COVID-19) pandemic, WCRC has implemented some temporary changes to our leave policies. These changes have been made to help provide maximum flexibility for employees facing health and childcare concerns. In addition, the federal government has recently passed expansions to FMLA and paid sick leave under the Families First Coronavirus Response Act.

If you ever have any questions about your leave options, contact Nicole Peterson, HR manager, (734) 255-0818, petersonn@wcroads.org.

Q: Schools and daycares are closed due to the coronavirus. I can't work because I need to care for my son/daughter. What are my options?

A: You have a couple of options:

1. Use paid leave from your *annual leave bank*. To take paid leave, email your supervisor with your request. If you are out of annual leave, you can now temporarily borrow up to 40 hours from your future annual leave earnings.
2. Take *unpaid leave*. To request unpaid leave, contact your supervisor, director and HR manager.
3. Starting April 1, apply for *emergency paid sick leave*. The federal government recently created emergency paid sick leave in response to the coronavirus crisis. Under this new law, the need to provide childcare for your healthy children under the age of 18 now qualifies for up to 80 hours of emergency paid sick leave. Compensation hourly rates depend on your job classification and circumstances. Contact Nicole Peterson to request emergency paid sick leave.
4. Starting April 1, apply for leave under the *Family Medical Leave Act (FMLA)*. The federal government recently passed an expansion of FMLA with special provisions for the coronavirus crisis. Under this new law, the need to provide childcare for your healthy children under the age of 18 now qualifies for FMLA. FMLA compensation hourly rates depend on your job classification and circumstances. Contact Nicole Peterson to request FMLA.
5. As a "critical infrastructure worker", you are eligible to access "*essential service childcare*" facilities that were designated by the governor. To get connected to these facilities, fill out the survey here: www.helpmegrow-mi.org/essential. This website provides a connection to childcare providers who have openings for children ages birth through 12 years old. Fees will apply. Please allow at least 48 hours for a response.



Q: I'm concerned about my health and I'm not comfortable coming to work during the coronavirus crisis. What are my options?

A: You have a couple of options:

1. Use *paid leave* from your annual leave bank. To take paid leave, email your supervisor with your request. If you are out of annual leave, you can now temporarily borrow up to 40 hours from your future annual leave earnings.
2. Take *unpaid leave*. To request unpaid leave, contact your supervisor, director and HR manager.

Q: I have been exposed to someone diagnosed with coronavirus. What should I do?

A: You should immediately consult your primary care physician; they will advise you on recommended next steps (for example: self-isolate or just monitor for symptoms).

According to the Washtenaw County Health Department's Public Health Emergency Order issued March 25, 2020, you must self-quarantine for 14 days if you had close contact with an individual diagnosed with COVID-19.

Whether or not you have been diagnosed with coronavirus, if you have been directed by a healthcare provider to quarantine, you are eligible for up to 80 hours of emergency paid sick leave. Hourly compensation rates depend on your job classification and reason for absence.

If you have exhausted your emergency paid sick leave, you may also be eligible for expanded coverage under FMLA. FMLA hourly compensation rates depend on your job classification and reason for absence.

Contact Nicole Peterson to coordinate emergency paid sick leave and/or FMLA.

Q: I was sick and told to self-isolate by a healthcare provider. I'm now feeling better, when and how can I return to work?

A: According to the CDC, employees with COVID-19 who have stayed home (are home isolated) can stop home isolation and return to work under the following conditions:

- They have been without fever for at least 72 hours (without the use of medicine to reduce the fever) AND
- Other symptoms have improved AND
- At least 7 days have passed since their symptoms first appeared



Q: I can't work because I need to care for a loved one who has been diagnosed with coronavirus. What are my options?

A: You have a couple of options:

1. Use paid leave from your *annual leave bank*. To take paid leave, email your supervisor with your request. If you are out of annual leave, you can now temporarily borrow up to 40 hours from your future annual leave earnings.
2. Take *unpaid leave*. To request unpaid leave, contact your supervisor, director and HR manager.
3. Starting April 1, apply for *emergency paid sick leave*. The federal government recently created emergency paid sick leave in response to the coronavirus crisis. Under this new law, the need to care for a loved one diagnosed with coronavirus qualifies for up to 80 hours of emergency paid sick leave. Compensation hourly rates depend on your job classification and circumstances. Contact Nicole Peterson to request emergency paid sick leave.
4. Starting April 1, apply for leave under the *Family Medical Leave Act (FMLA)*. The federal government recently passed an expansion of FMLA with special provisions for the coronavirus crisis. Under this new law, the need to care for a loved one diagnosed with coronavirus now qualifies for FMLA. FMLA compensation hourly rates depend on your job classification and circumstances. Contact Nicole Peterson to request FMLA.

Q: I have traveled via airplane with in the last two weeks and am now being told I cannot come to work. What are my leave options?

A: According to the Public Health Emergency Order Issued by the Washtenaw County Health Department on March 25, 2020, if you have traveled via airplane within the last 14 days, you must self-quarantine for 14 days following your travel.

Since this is a quarantine ordered by a public health organization, you should qualify for emergency paid sick leave starting April 1, 2020. Hourly compensation rates depend on your job classification and reason for absence. Contact Nicole Peterson to coordinate emergency paid sick leave and/or FMLA.