Ventura County Community College District
Families First Coronavirus Response Act (FFCRA)
Sick Leave & FMLA Expansion Provisions – COVID-19
Guidance/Procedures (3/31/2020)

Effective Date: April 1, 2020 through December 31, 2020

The District will temporarily provide qualifying employees with paid sick leave and/or Family and Medical Leave Act (FMLA) expansion pay for reasons related to COVID-19, in addition to leaves that are currently provided under existing Federal/State Laws and represented bargaining agreements. This paid time is intended to assist those employees who qualify as defined below. The paid time is not intended for employees who are able to continue to work in the workplace, who are able to telework, or who have been temporarily reassigned other work. The paid time is intended to assist employees who would otherwise have to use their accrued leave time because they must stay home due to one of the qualifying events and are unable to work or telework.

1. Qualifying Events:

The following qualifying events entitle an employee to take FFCRA paid sick leave and/or FMLA expansion leave if the employee is scheduled to perform work, but is unable to work or telework, because the employee:

	Qualifying Event	Sick Leave	FMLA Expansion Leave
1.	…is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;	X	
2.	…has been advised by a healthcare provider to self-quarantine related to COVID-19;	X	
3.	…is experiencing COVID-19 symptoms and is seeking a medical diagnosis;	X	
4.	…is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	X	
5.	…is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or,	X	
6.	…is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.	X	

2. **Eligibility Requirements:**

Sick Leave: Employees who are scheduled to perform work, but are unable to telework or work due to a qualifying event noted in Section 1 above.

FMLA Expansion Leave: Employees who have been employed for at least 30 days prior to their leave request and who are scheduled to perform work, but are unable to telework or work due to a qualifying event noted in Section 1 above. Employees who have already exhausted some, or all, of their FMLA leave entitlement in the prior FMLA 12-month look back period, will be eligible only for the remaining leave entitlement that was not previously used.

3. **Leave and Pay Amounts:**

Sick Leave: Up to 80 hours of paid sick leave (prorated for part-time employees), paid at:

1. Qualifying Events #1, 2 or 3: 100% of the employee's regular rate of pay, not to exceed $511/day and $5,110 total; or,

2. Qualifying Events #4, 5 or 6: 2/3 of the employee's regular rate of pay, not to exceed $200/day and $2,000 total.

FMLA Expansion Leave: Up to 12 weeks of FMLA expansion leave, paid at:

Qualifying Event #5: First 10 days are unpaid job protection leave (may be covered by 80 hours of FFCRA Sick Leave described above); Day 11 through end of 12 weeks is paid job protection leave at 2/3 of the employee's regular rate of pay, not to exceed $200/day and $10,000 total.

Employees may choose to supplement the FFCRA sick leave and/or the FMLA expansion leave with their regular District leave banks in order to receive full pay during their leave.

Procedure for Requesting Leave:

1. Employee completes the appropriate Employee Certification form(s) for the type of leave being requested and submits the form to their supervisor.

2. The supervisor and President, or Designee, sign the form.

3. Scan and email the form to: hrtech@vcccd.edu

4. Human Resources notifies the employee, supervisor, and President, or Designee, when processed, along with instructions regarding timesheet coding.