

WARDProductions

Audio Visual & Event Services

Emergency Paid Sick Leave for COVID-19

Effective Date: 04/01/2020

Revision Date: none

Under the federal Emergency Paid Sick Leave Act, employees may be entitled to paid sick leave in certain situations related to the coronavirus disease of 2019 (COVID-19). The Emergency Paid Sick Leave Act takes effect on April 1, 2020 and expires on December 31, 2020.

Basic Leave Entitlement

Full-time employees are entitled to up to 80 hours of paid sick leave. Part-time employees are entitled to paid sick leave in the amount of the average number of hours they work over a two-week period.

Use of Paid Sick Leave

Employees are entitled to use the leave when they are unable to work (or telework) because of the following reasons:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 or is caring for an individual who is subject to such an order.
- The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 or is caring for an individual who has been advised to self-quarantine.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for a son or daughter if their school or place of care has been closed, or their childcare provider is unavailable, due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Note: Employees won't be required to use other paid leave provided by Ward Productions before they use paid sick leave available under the Emergency Paid Sick Leave Act. Additionally, employees won't be required to find a replacement to cover their hours during time off.

Pay During Leave

During the sick leave provided by this policy, employees will generally be paid their regular rate of pay or the applicable minimum wage, whichever is higher, up to a maximum of \$511 per day (and a total of \$5,110). However, leave to care for an individual on quarantine/isolation/self-quarantine or a child whose school or daycare is closed or childcare provider unavailable will be compensated at 2/3 of the employee's regular rate of pay, up to a maximum of \$200 per day (and a total of \$2,000).

Employee Notice

After the first workday (or portion thereof) an employee receives paid sick time under this policy, the employee must generally follow Ward Productions' regular procedures for providing notice of an absence.

Job Restoration

Upon expiration of the leave under this policy, employees will generally be reinstated to their position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

Retaliation Prohibited

Ward Productions will not take adverse action against an employee for exercising their rights under the law.

If you have questions about this policy, contact Roger Ward.