

Attachment for CCS Covid Update #4 – April 29, 2020

Catastrophic Leave Update

Catastrophic Leave: CCS implemented its own “Catastrophic Leave” effective March 15 and we are making this available through May 16. We did this at the start of the Covid-19 Crisis (and BEFORE the CARES Act was passed) to be sure that all CCS staff with scheduled hours would be able to count on getting their regular pay – regardless of absence from work due to illness, quarantine, loss of work, or any reason (other than scheduled personal leave) at the start of the crisis.

- CCS Catastrophic Leave is available for work scheduled March 15 – May 16
- CCS will continue to allow unrestricted “Catastrophic sick leave” until close of business 5/16/2020.
- If you use this leave for the pay period ending May 16, it will appear on your paycheck issued May 30.

CARES Act Paid Sick Leave

All current employees as of 04/01/2020 will receive up to 2 weeks (their scheduled hours) of paid sick leave.

- Paid Sick leave is available for COVID-19 related reasons
- Paid Sick Leave has no cash value. (Meaning you can’t cash it out)
- Use of Paid Sick Leave is concurrent with any CCS Catastrophic Leave you have used—so if you used at least 2 weeks of CCS Catastrophic Leave, you have used your Paid Sick Leave.
- Unused COVID-19 paid sick leave will expire on 12/31/2020.

Utilization:

- Accounting will notify you of your paid sick leave balance in each payroll until you have used it up, or it expires on 12/31/20.
- On 5/17/2020 employees:
 - Employees who have not used their allotment of paid sick leave may continue to use it.
 - Employees who have already used their full allotment of paid sick leave may either use their available PTO or will receive leave without pay.

CARES Act Extended Family Medical Leave (due to loss of child care)

Employees who have at least 30 days of tenure with CCS and are unable to work due to the closure of a public school, or childcare arrangement for his/her child or legal dependent are eligible for 10 weeks of paid leave at a reduced rate. (See HR for details)

Utilization:

Extended FMLA-COVID-19 Response (10 weeks reduced pay leave due to loss of childcare) will be used concurrently (at the same time) with Family Medical Leave Act (12 weeks nonpaid leave due to qualifying illness or injury).

Paid Time Off Policy Reminder

Eligible employees accrue paid time off that can be used with advanced approval for any reason. There are a few things we would like to remind employee of concerning this benefit we all enjoy.

- Employees need to request leave in advance from their supervisor to ensure continuity of operations. (Meaning we have enough staff to keep the business open.)
- Employees can carry forward 200 hours into the new calendar year on 12/31/2020. (Meaning any hours over this cap will expire.)
- Employees can “cash-out” up to 200 paid time leave hours per calendar year if he/she is unable to utilize the hours as time away from work. (100 hours each in quarter 2 and 4)