

Title: Emergency Family Medical Leave Enhancement (EFMLE)

Effective Date: April 1, 2020

Expires: December 31, 2020

References:

Emergency Family and Medical Leave Enhancement Act

Purpose

In compliance with federal law and in support of our nation following the outbreak of the Coronavirus pandemic, Ignite Entrepreneurship Academy (IEA) provides eligible employees with the benefits associated with the EFMLEA rules. This includes the protection of up to 12 weeks of emergency family and medical leave for a qualifying employee need related to the current public health emergency.

This policy becomes effective on April 1, 2020 and will stay in effect through December 31, 2020.

Policy

Emergency Family and Medical Leave Enhancement Leave is available to all full- and part-time employees who have been employed by IEA for at least 30 calendar days prior to the leave request. Periods during which school is normally not in session shall not be counted toward this 30 day requirement. For example, a person employed for at least 30 days as of May 2020 who returns to employment in August 2020 shall be considered as having met the 30 day prior employment requirement.

Eligibility

Employee leave under this policy is limited to circumstances outlined in the Act where an employee is unable to work (including telework) due to the following conditions:

- The need to care for a dependent child under the age of 18 due to the official closure of the child's school due to a public health emergency; or
- The need to care for a young child whose childcare has been closed or is unavailable due to a public health emergency.

Requesting Leave

An employee who desires to take Emergency Family and Medical Leave Enhancement Leave, must provide written notice as soon as possible using the PTO Request Form. Normal call-in procedures apply to all absences from work and if the leave is approved, the employee must be in direct communication with Human Resources a minimum of once a week via email, text or verbal methods.

Compensation

The first 10 business days (two weeks) of Emergency Family and Medical Leave Enhancement Leave are unpaid. (An employee may use available personal time off in compliance with the Employee Leave Policy). In qualified instances, the employee may be eligible for emergency paid sick leave during this two-week period.

The remaining 10 weeks of EFMLEL are paid at 2/3 of the employee’s regular rate of pay for the number of hours or days for which the employee would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total).

Return to Work

Upon returning to work at the end of the leave period, the employee will generally be placed in their original or an equivalent position with equivalent pay and benefits.¹

Retaliation Prohibited

IEA will not retaliate against employees who request or take a leave of absence in accordance with this policy.

Expiration

This policy expires on December 31, 2020.

Date originally approved: _____

Attest:

Board Chair/President

Board Secretary

Signature

Signature

Printed Name

Printed Name

¹ There may be situations where a reduction in force impacts the employee or the team during the leave of absence. The EFMLEA does not prevent IEA from a reduction in force including employees on approved EFMLEA. Every attempt will be made to restore the employee to previous benefits as well.