

Title: Emergency Paid Sick Leave

Effective Date: April 1, 2020

Expiration Date: December 31, 2020

References:

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 emergency paid sick leave under specific conditions. This leave of absence may include up to 80 hours of sick time paid at the employees' normal rate.

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

Policy

All active employees may receive emergency paid sick leave upon meeting the conditions set forth hereafter with the exception of furloughed employees. If IEA furloughs an employee due to the lack of work or business needs, the employee is not entitled to the federal emergency paid sick leave or the emergency family and medical expansion leave.

Eligibility

To be eligible for any emergency paid sick leave, an employee must meet and provide documentation for one or more of the conditions listed below. Additionally, the condition must prevent the employee from being able to work or Telework in their assigned job.

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
3. The employee is experiencing symptoms of COVID-19, and the employee has taken steps to seek a medical diagnosis.
4. The employee is caring for an individual who is advised to quarantine or isolate;
5. The employee is caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Compensation

Employees are classified as part-time or full-time and may be entitled to the following benefits based on job status classification:

- **Full-Time Employees:** Those who qualify are eligible for a maximum of 80 hours of emergency paid sick leave at their regular pay rate if taken for condition 1, 2 or 3 above, or at two-thirds of their regular pay rate if for condition 4, 5 or 6 above.
- **Part-time employees:** Those who qualify are eligible to receive paid emergency sick leave up to the number of hours the employee works, on average, over a two-week period at their regular pay rate.
- **Limitation:** Paid leave under this policy is limited to \$511 per day (\$5,110 in total) where leave is taken for condition 1, 2, or 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where the leave is taken for reason 4, 5, or 6 (caring for others or school closures).

Leave Rules

The employee may elect to use emergency paid sick leave before using any other accrued paid leave or company-sponsored leave of absence.

No leave provided by the Company before April 1, 2020 may be credited against an employee's federal emergency paid sick leave entitlement. In addition, emergency paid sick leave cannot be carried over after December 31, 2020.

Requesting Leave

Qualified employees who need to take emergency paid sick leave time must provide notice as soon as possible through the completion of the PTO Request Form . Normal call-in procedures apply to all absences from work. 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 during the leave.

Retaliation Prohibited

IEA will not retaliate against employees who request or take leave 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