



# FAQ's

## *Guidance for LRSD Supervisors/Employees on the Coronavirus (COVID-19)*

As conditions change, this page may be updated at the discretion of the Superintendent of Schools and/or Executive Director of Human Resources.

## ***HR COVID-19 FREQUENTLY ASKED QUESTIONS***

The following frequently asked questions (FAQs) are being provided in response to inquiries that have been received regarding COVID-19 and its impact on Little Rock School District staff. These FAQs are current as of the date indicated and may be updated from time to time. For additional Human Resources information regarding COVID-19 please refer to the Human Resources coronavirus page and the U. S. Department of Education comprehensive COVID-19 Information and Resources website: <https://www.ed.gov/coronavirus>. Information is also available via Arkansas Department of Health website.

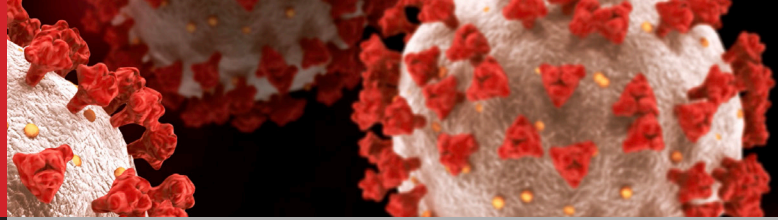
Please note that these FAQ responses apply to general situations, and answers will be updated as needed to provide additional information as it becomes available. Should you have specific questions or concerns regarding any of these questions, please consult with your supervisor to address individual circumstances.

Employees are expected to be available during work hours and may be approved to work from home remotely, subject to recommendation of the supervisor and approval by the Superintendent of Schools or Superintendent's designee. Note, work from home is not a benefit, but may be granted fully at discretion of the District. If you are going to be unavailable during normal work hours, you will need to contact your supervisor and take a personal or sick leave day.

The COVID Leave effective date is April 1, 2020 – December 31, 2020. In general, employees become eligible for paid COVID-19 leave for certain reasons if two circumstances are true:

- If they must be absent from work for reasons related to COVID-19 and
- They cannot or are not allowed to telework.

Please see Family First Coronavirus Response Act Directive for complete information of covered reasons.



## **HR COVID-19 FAQ**

### **Are employees allowed to stay home who show COVID-19 symptoms without fear they will be terminated? ▼**

LRSD has procedures in place to address employees with COVID -19 symptoms regarding how the District will handle such a situation and protocols for allowing employees to eventually return after an illness.

Under the federal Families First Coronavirus Response Act, most employees are eligible for up to two weeks of paid sick leave at their regular rate if they need to quarantine pursuant to local, state, or federal regulations, or at the advice of a health care provider.

If you have an underlying condition that puts you at higher risk of severe illness or death if you contract the coronavirus, you should consult a doctor about whether it's safe to return to work.

A doctor's note does not necessarily ensure that you will be excused from work, but if a doctor deems unable to perform your current job due to an increased risk of severe complications from COVID-19, talk to your supervisor and HR Department representative about whether you can be given accommodations to ensure your safety.

Those with health impairments are protected from discrimination under state and federal laws. Among the vast array of conditions that make a person more vulnerable to COVID-19 are asthma, serious heart conditions and diabetes.

If you're staying home with someone who is sick, you're eligible for up to two weeks of paid leave at two-thirds of your regular rate. Those caring for children who can't access child care are eligible for up to 12 weeks at that two-thirds pay rate.

LRSD may terminate an employee who doesn't accept an offer of work. If an employee is unwilling to perform the required duties, they may face negative employment consequences. This may also affect an employee's eligibility for unemployment insurance benefits.

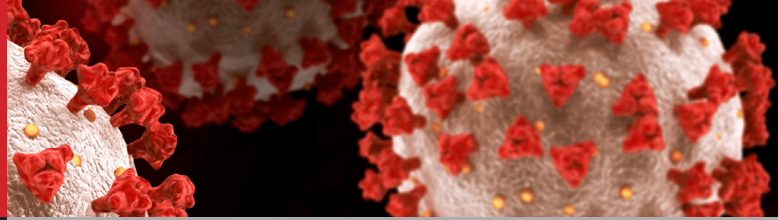
### **Is COVID-19 Paid Leave available if I am able to telework (work remotely)? ▼**

No. If your job responsibilities can be performed through telework, COVID-19 paid leave is not an option unless you are ill with a confirmed case of COVID-19 and are too ill to telework. However, telework is not a benefit. Telework is fully at the discretion of LRSD as recommended by the supervisor, but subject to approval by the Superintendent of Schools.

NOTE: Employees may telework even if their dependents are present in the remote work location, so long as the employee is actually conducting their job duties and actually working normal work schedule or flexing their time as approved by their supervisor.

### **If I provide critical services am I eligible for COVID-19 paid leave? ▼**

If you are symptomatic at work you will be sent home by your supervisor due to your symptoms. In these cases, COVID-19 paid leave may be approved after the fact. Your supervisor must notify HR of the situation and other required parties.



## HR COVID-19 FAQ



***Can I receive COVID-19 paid leave for school or day care closures?***



Maybe. If you can telework, you must telework. If you have children eligible for district-provided care, you must use that resource if you need it.

If your children are not eligible for the district-provided care, and you cannot or are not permitted to telework, you might be approved for COVID-19 paid leave. You should fill out the form to apply for the COVID-19 paid leave.



***If my child is eligible for child care through the school district, can I choose not to send them and receive COVID-19 paid leave to care for them myself?***



No, the leave would not be covered by COVID-19 paid leave and you would need to request another form of leave involving your supervisor. If the school district is offering child care services and your child qualifies to attend, you are expected to report to work. If your child has underlying medical conditions or you have other concerns, you should contact your health care provider to determine if there is a medical reason your child should not use the district-provided child care.



***Can COVID-19 paid leave be used intermittently?***



Yes. There may be cases where you can work a partial day or telework on particular days but not others. Additionally, a covered reason might apply one day but not another day.



***Can my supervisor direct me to return at any time?***



Yes, as the situation continues to evolve, school/department needs will change and additional resources will likely need to be deployed to provide assistance at multiple locations. Any employee could be called back to work at their home work location or to report to any other LRSD facility or office as necessary during school closure.



***How does COVID Leave affect my current approved FMLA?***



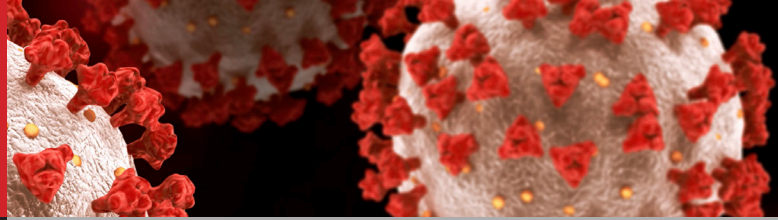
It has no impact on previously approved FMLA. Leave for COVID-related school or daycare closures may count against your 12 weeks of FMLA eligibility if childcare is not otherwise available and you are unable to telework.



***How will I know if I can work remotely?***



Talk to your immediate supervisor about your job functions and what work you can do remotely. All teachers are required to fully comply with AMI requirements providing remote learning for all students.



## HR COVID-19 FAQ



### ***Will I still be paid?***



At this time, all LRSD paid employees will continue to be paid, whether they are working on-site or remotely. For those whose supervisors state they cannot work remotely, they will also remain in paid status but are required to make up lost time or use LRSD leave and/or Family First Coronavirus Response Act (FFCRA) leave provisions [https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/FFCRA-Employee\\_Paid\\_Leave\\_Rights.pdf](https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/FFCRA-Employee_Paid_Leave_Rights.pdf). This guidance is true for full-time and part-time staff.



### ***What should I do if an employee is exhibiting signs of sickness?***



It is always advisable that employees do not come to work if they are exhibiting signs of sickness. The employee is expected to stay home and not come to work until they are free of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees Celsius taken by an oral thermometer. Employees should inform their supervisor if they experience any signs of sickness.



### ***What is the best hygiene practice? What are the ways to prevent the spread of COVID-19?***



The best way to prevent infection is to avoid exposure. The U.S. Centers for Disease Control and Prevention (CDC) recommends taking some actions to help prevent the circulation of respiratory viruses, including:

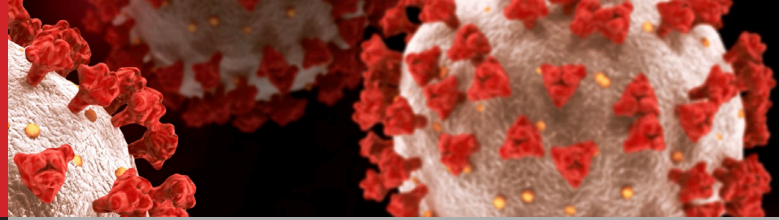
- LRSD expects the use of masks/face coverings at all sites.
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when sick.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Limit all non-essential travel.



### ***What do I do about an employee who is uncomfortable traveling for LRSD-related business at this time?***



Consider limiting travel at this time and provide reasonable alternatives such as video conferencing during the duration of the threat and heightened risk. However, the District has canceled all out of state travel until further notice. In cases where more advice is needed, contact your immediate supervisor.



## HR COVID-19 FAQ



***What if I have an employee whose child care provider and/or school is not operating as a result of COVID-19 and the employee cannot come to work?*** ▼

If the employee can reasonably work from home, you may allow them to do so. If they are not able to work from home, they may request available LRSD leave or FFCRA leave. While they are working from home, they will continue to receive their regular pay. If the employee cannot work from home, they may use available leave or FFCRA leave. Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 (up to 12 weeks paid leave at two-thirds their regular rate).



***If I have an employee who traveled to a location that is not on the Level 3 list, do they need to self-isolate upon return?*** ▼

No, self-isolation is not required following travel to a location that is not on the CDC Level 3 list. However, such employees should continue to monitor their health.



***If I have an employee who has been in close contact with someone who has tested positive for COVID-19 or is under investigation for COVID-19, do they need to self-isolate?*** ▼

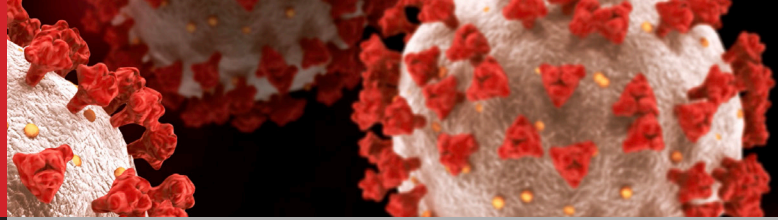
Yes, self-isolation is required for those who have been in close contact with someone who has tested positive for COVID-19 or with someone who is under investigation for COVID-19. The CDC's definition of "close contact" includes living with or visiting someone who has a confirmed or suspected COVID-19 diagnosis.



***If an employee is required to self-isolate following travel to a CDC Level 3 location or following close contact with someone who has a confirmed or suspected COVID-19 diagnosis, can I ask them to work from home during the 14-day self-isolation period?*** ▼

If an employee is in a role where they can work from home, they should be allowed to do so. The supervisor and the employee should discuss expectations during the work-from-home period and steps should be taken to ensure the employee will be able to perform his/her duties at home.

If an employee's role is not suitable for working remotely or some obstacles would prevent the employee from working remotely, then the employee will not be able to work from home during the self-isolation period and would need to utilize appropriate leave.



## HR COVID-19 FAQ



***Does LRSD have to pay wages to someone during the 14-day self-isolation period? What about an employee who becomes sick due to COVID-19?*** 

Employees qualify for paid leave if the employee is unable to work or (unable to telework) according to LRSD and FFCRA sick leaves. LRSD has relaxed its medical leave procedures to address COVID-19 related issues from April 1, 2020 - December 31, 2020. For information and details regarding qualifying reasons for leave, duration of leave, and calculation of pay under FFCRA procedural guidelines, please visit the website: [https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/FFCRA-Employee\\_Paid\\_Leave\\_Rights.pdf](https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/FFCRA-Employee_Paid_Leave_Rights.pdf). LRSD will fully comply with FFCRA terms and conditions.

**Practical Considerations** – April 1 – December 31, 2020

Employees making more daily than the caps described by FFCRA may seek to use a fraction of their available sick day to supplement the FFCRA leave to achieve a full day's pay. Upon request, employees may supplement federal sick leave in this fashion, and appropriate deductions from both the employee's Federal Paid Sick Leave (an hour for each hour not worked) and the employee's regular sick leave will be made accordingly.

The employee must be unable to work at the school district and unable to work remotely due to one of the six reasons listed before this leave can be accessed. This leave does not carry over or become part of the employee's regular sick leave allotment.



***If I learn that one of my employees has tested positive or is being investigated for COVID-19, can I inform others?*** 

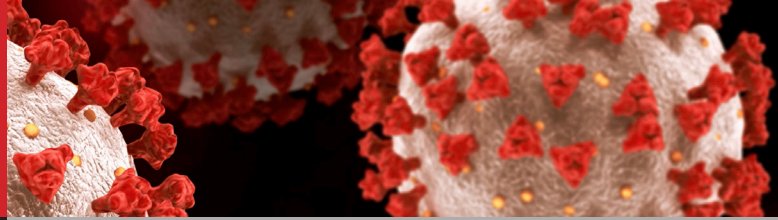
Employee medical information must remain confidential. It is not acceptable to share the name of any employee with a confirmed or suspected COVID-19 diagnosis. However, it is acceptable to inform employees who may have come in contact with the infected employee that they may have been exposed. You should contact your immediate supervisor and HR administrator to discuss how best to address this situation. Additional information concerning this question is listed in the Quick Reference section of this document.



***What if an employee has underlying health concerns and says they are at higher risk for contracting COVID-19?*** 

Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their health care providers about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment/duties, or implementation of additional protective measures to reduce their exposure to others or chances of being infected.

If an employee at risk for complications from COVID-19 and their health care provider agree that increased social distancing in the workplace is prudent, the employee should contact their immediate supervisor and HR administrator to request a temporary change formally. The Executive Cabinet in conjunction with the Health Services Director and the Director of Safety and Security will work with schools/centers to confidentially evaluate the request, explore alternatives, and determine whether the District can reasonably accommodate the employee's health concerns while maintaining operations. The appropriate documentation will be required.



## HR COVID-19 FAQ



### *Do employees who stay home due to COVID-19 illness still need a doctor's note?*



If any employee has been out of work the required 14 days' quarantine and still cannot return to work, the employee should apply for appropriate leave and will need a doctor's note to return to work.



### *How will I get to work if public transportation is shut down and I have no other means of transportation?*



Employees need to identify alternative measures and have a backup plan in place in the event of public transportation shut down. [Ready.gov](https://www.ready.gov) is a great resource for tips and information on how to prepare for a variety of situations.



### *What if I don't come to work because I don't want to catch COVID-19?*



LRSD must maintain essential services and operations. Certain positions are required to be on-site to support those services and operations.

The LRSD expects employees to attend work as scheduled and be fully prepared to work through the whole work period as determined by the Superintendent, subject to Board approval. All overtime must receive prior approval in writing before work is performed. Any time away from work should be discussed with and approved by your supervisor.



## Quick Reference COVID-19 Procedure Guide

### Health Assessments

- COVID-19 Health Screening Checklist must be completed by everyone who enters the building each day.
- What happens to the responses of the assessments?
  - Reviewed by LRSD nursing staff.
  - Results are discussed with the nursing staff.
  - All responses are saved and scanned.

### Why must I sign in everyday?

- Everyone who enters the building must sign in and out.
- A sticker may be provided after the assessment is cleared.
- Sign in sheets will help determine who was in the building in case of a positive COVID result.
- Classroom Rosters – also important to determine, which students are attending, staff attendance, room number for each student (very important that these are turned in to the onsite administrator each day).

### How can you protect yourself and your students?

- LRSD expects the use of masks/face coverings at all sites.
- Avoid touching surfaces with fingertips: use your knuckle or the end of a pen.
- Clean your hands before touching your smartphone. Mobile phones can be coated with bacteria, viruses, and other germs.
- Avoid touching your mouth, nose, and eyes.
- Clean the areas in your classroom throughout the day (multiple times per day).
- Remember that gloves do not replace washing your hands.

### Important Social Distancing Guidelines

- When talking with student, co-workers, friends, stay 6 feet apart.
- Remember the 6-foot social distancing rule at employee screening stations and stay back from those in line around you.
- Refrain from talking, sneezing, or coughing on the elevator.
- Please, please, please keep the students 6 feet apart as much as possible, even on the playground or gym.

### Face Coverings/Masks

- Face coverings should cover both the mouth and the nose.
- Face coverings should also be worn at all outdoor settings where you are exposed to non-household members unless it is possible to maintain a physical distance of six feet or more.





## Quick Reference COVID-19 Procedure Guide

### Face Coverings/Masks

- Wash your face covering every day.
- Wear a face covering to help protect others in case you're infected but don't have symptoms.
- Keep the covering on your face the entire time you're in public.
- Don't put the covering around your neck or up on your forehead.
- Don't touch the face covering, and if you do, wash your hands.

### What happens if a staff member is informed of a potential exposure or positive COVID-19 test for one of our students or staff?

- **Inform LRSD Administrator on site, who then has responsibility to inform LRSD's COVID-19 Coordinators.**

#### • Who else should you tell?

- You should not tell anyone else. You should respect the medical privacy of the affected student or staff member.
- Your report to your Administrator will assure that all ADH protocols for the protection of students and staff will be followed, including contacting anyone who may have been exposed.

#### • What happens next?

- LRSD Director of Health Services: 501-447-7382.
- HR, LRSD Director of Employee Relations & Benefits Administration: 501-447-1104.
- LRSD Director of Safety and Security: 501-447-2077.

#### • Then what?

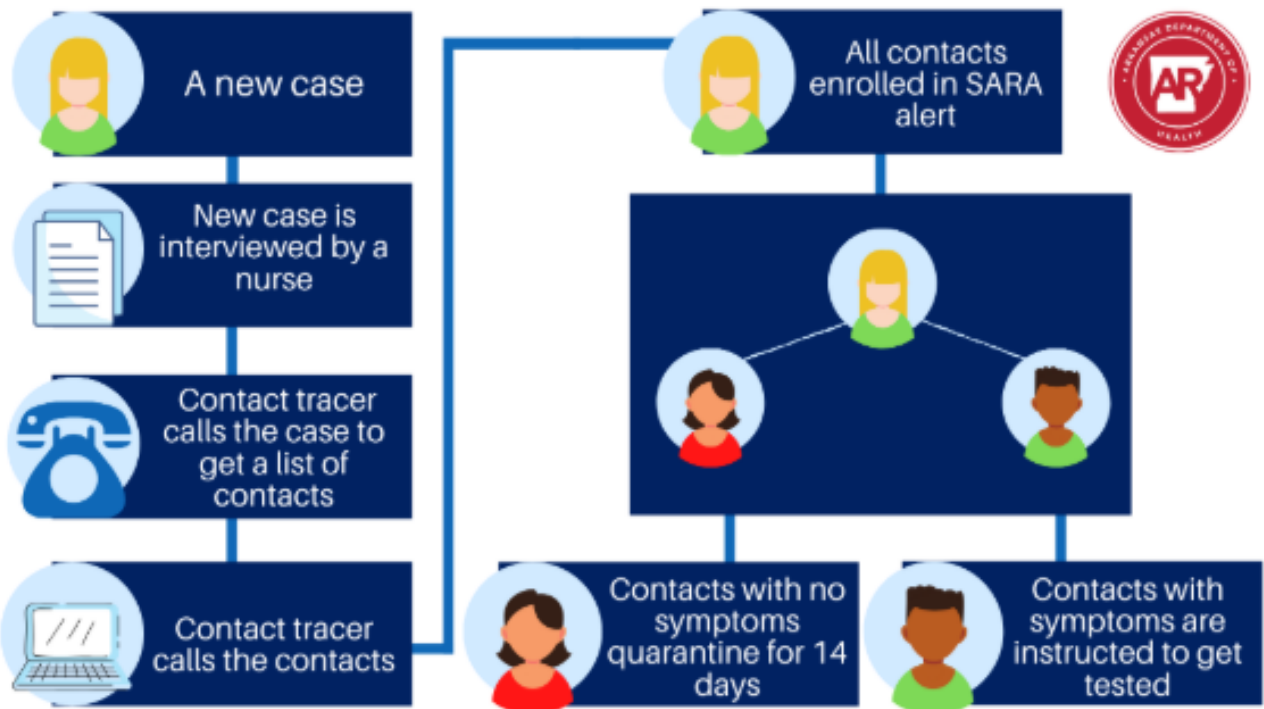
- LRSD Director of Health Services – will work with the Arkansas Department of Health to provide guidance.
- LRSD will gather required information.
- Guidance will be provided by the ADH Infection Control.
- Each case will be reviewed and communication will depend on the details of the case.
- ADH Infection Control will provide guidance to LRSD Director of Health Services who will provide guidance to the LRSD Administrator on site.
- Communication will be on a need to know basis.
- Will staff and families get a letter or a phone call? – it depends. Contact tracing process will begin by the Arkansas Department of Health (ADH).



## Quick Reference COVID-19 Procedure Guide

### What is COVID-19 Contact Tracing?

## COVID-19 CONTACT TRACING



#### What is contact tracing?

Contact tracing is how public health officials track the spread of an infectious disease outbreak. When a patient is confirmed to have an illness, they isolate themselves to prevent further spread of that illness. Public health staff help those who have been infected recall where they have been and with whom they had close contact while they were infectious. Those "contacts" are contacted by public health staff and asked to quarantine themselves to stop further spread of the illness.

<https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>



## Quick Reference COVID-19 Procedure Guide

### Who is considered a contact?

Contact tracing focuses on close contacts while a positive patient was infectious. The infectious period begins 48 hours before the patient's symptoms began. If the person with COVID-19 never developed symptoms, the infectious period begins the 48 hours before the positive test was collected. A person is considered a close contact if they have been within 6 feet of the patient for at least 15 minutes. If a person is thought to be a close contact, then a contact tracer will give them a call. If the exposure wasn't within 6 feet, if it didn't last 15 minutes or more, or if it occurred before the infectious period, that person would not be considered a close contact and will not receive a phone call from a contact tracer.

#### What if I am a contact to a person with COVID-19?

If you have had close contact with someone confirmed to have COVID-19, you will be required to self-quarantine for 14 days. A quarantine of 14 days is needed because you may develop COVID-19 anytime during the virus's incubation period, which is 14 days. If you work in a critical infrastructure job, it may be possible for you to still work while under quarantine. The Arkansas Department of Health will coordinate such arrangements with your employer.

In addition, you will be encouraged to get tested for COVID-19 as soon as possible – in case you already have COVID-19 but don't have any symptoms yet. You will still be required to complete the 14 days of quarantine, even if your test comes back negative, because you could still develop the illness later in the quarantine period.

#### When will I receive a call?

ADH contact tracers reach out to COVID-19 patients shortly after a positive test result is confirmed in order to learn about the patient's close contacts. The contact tracer then calls each of the close contacts to inform them about their exposure to COVID-19 and give them instructions about how to quarantine. The goal is to reach the close contacts within a day or two after the positive test result is received. Sometimes it takes longer.

#### What if I never heard from a contact tracer?

You might not hear from a contact tracer if the exposure you had was not enough to put you at increased risk of COVID-19 transmission. For example, the exposure may not have been for at least 15 minutes, or it may have occurred prior to the infectious period. Please email us at [ADH.CoronaVirus@arkansas.gov](mailto:ADH.CoronaVirus@arkansas.gov) or call us at 1-800-803-7847, if you have not been reached by a contact tracer and you believe you may be a close contact.

#### What can contact tracers do for close contacts?

Contact tracers reach out to contacts to help them safely quarantine, find alternate arrangements as necessary, and help them get tested for COVID-19, if recommended. The ADH can also help Arkansans with things such as food delivery or alternative housing if they need extra support to safely self-quarantine. Contact tracers also educate individuals on the need to monitor themselves for symptoms of COVID-19, and they request permission to enroll the COVID-19-positive person in the SARA (Situational Awareness Response Assistant) Alert system.

**COVID-19 Contact Tracing**

**Who is considered a contact?**

Positive patient

Contact tracing focuses on close contacts who were:

- With the patient while they were infectious.
- Within 6 feet of the patient.
- For more than 15 minutes.

Patients are considered infectious 48 hours before symptoms began or before the positive test was collected, if the person never developed symptoms.

[www.healthy.arkansas.gov](http://www.healthy.arkansas.gov)

<https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>



## Quick Reference COVID-19 Procedure Guide

*Why wash your hands for 20 seconds? Why social distancing? Click on each link to review the videos.*

<https://www.youtube.com/watch?v=3SfHdSHK-g0>

<https://www.youtube.com/watch?v=QtNZZWLdoeo>

<https://www.youtube.com/watch?v=qv7fjJnF49U>

### References

<https://inside.uams.edu/coronavirus/covid-19-updates/>

<https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

[Ochsner Health](#)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>



# FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYEE PAID LEAVE RIGHTS

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave at the employee's regular rate of pay** where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave at two-thirds the employee's regular rate of pay** because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave at two-thirds the employee's regular rate of pay** where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

**Covered Employers:** The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

**Eligible Employees:** *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. [2]

**Notice:** Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

## ► **Qualifying Reasons for Leave**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

## ► DURATION OF LEAVE

**For reasons (1)-(4) and (6):** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

## ► CALCULATION OF PAY <sup>[3]</sup>

**For leave reasons (1), (2), or (3):** employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4) or (6):** employees taking leave are entitled to pay at  $\frac{2}{3}$  their regular rate or  $\frac{2}{3}$  the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For leave reason (5):** employees taking leave are entitled to pay at  $\frac{2}{3}$  their regular rate or  $\frac{2}{3}$  the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). <sup>[4]</sup>

## ► RESOURCES

For additional information or to file a complaint:

1-866-487-9243 | TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)

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[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.



# LINKS

## FOR ADDITIONAL RESOURCES AND INFORMATION

### COVID-19 ("CORONAVIRUS") INFORMATION AND RESOURCES FOR SCHOOLS AND SCHOOL PERSONNEL

<https://www.ed.gov/coronavirus>

### FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYEE PAID LEAVE RIGHTS

<https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/FFCRA-Employee Paid Leave Rights.pdf>

### EMPLOYEE RIGHTS PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT — POSTER

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

### STEPS TO HELP PREVENT THE SPREAD OF COVID-19 IF YOU ARE SICK

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

### Who would I call with any further questions?

This guidance is not intended to answer all questions. If you have questions that are not addressed in this FAQ you are encouraged to contact the Human Resources Administrators at 501-447-1100 or by email as listed below:

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