

**PRINCETON CHILD DEVELOPMENT INSTITUTE
EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT POLICY
EFFECTIVE 4/01/2020**

Family and Medical Leave

All Employees who have been employed for at least thirty (30) calendar days will be provided with Family and Medical Leave ("FMLA") as provided for in the Emergency Family and Medical Leave Expansion Act ("EFMLEA"), a part of the Families First Coronavirus Response Act. The EFMLEA becomes effective on April 1, 2020 and will remain in effect until December 31, 2020.

Eligibility for Expanded Family and Medical Leave

Employees are eligible for Expanded Family Leave when they are unable to work or telework due to a need to take care of a son or daughter, under the age of 18, whose school or day care has closed or whose child care provider is unavailable due to a public health emergency declared by any federal, state, or local authority relating to COVID-19.

Benefits

Employees are eligible for 12 total weeks of leave, of which the first 10 workdays (effectively two work weeks) will be unpaid. However, employees may elect to apply any accrued vacation leave, personal leave, or sick leave for unpaid leave during this initial period. The remaining 10 weeks of leave will be paid.

Payment for leave will be calculated based on an amount equal to at least two-thirds of the employee's regular rate of pay, multiplied by the number of hours the employee would otherwise normally be scheduled to work, up to a maximum of \$200 per day. In no event will total aggregate payment for Emergency Family Medical Leave exceed \$10,000. If the employee works an irregular schedule, such that standard calculation is unfeasible, the number of hours used to determine payment will be equal to the employee's average number of hours worked over the previous six months. If the employee did not work over the previous six months, then the number of hours used for determining payment will be based on the employee's reasonable expectation at the time of hiring of the average number of hours per day that the employee normally would be scheduled to work.

Notice of Leave Request

Employees must provide notice to Christine Fry, Principal, as far in advance as possible. A failure to provide timely notice may result in the request being denied. Employees also must provide a written statement explaining the reason for taking leave.

Return to Work

All employees are entitled to return to their current position or a substantially similar position in accordance with the provisions of the FMLA.

Administration of This Policy

Kathleen Starcher, Administrative Coordinator is responsible for the administration of this policy. Any questions regarding this policy or questions about Expanded Family and Medical Leave that are not addressed in this policy should be directed to her.

This policy addresses absences specifically for leave under the in the Emergency Family and Medical Leave Expansion Act. It does not cover other absences under any other leave policy.

Any employee who abuses this policy or takes leave not in accordance with this Policy will be subject to disciplinary action, up to and including termination of employment.

This policy is not an employment contract and shall not be deemed to create a contract of employment, express or implied. Nothing in this policy alters the at-will nature of the employment.
