The Families First Coronavirus Response Act (“FFCRA”) requires certain employers to provide their eligible employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. This Policy is intended to comply with the provisions of the FFCRA. It does not confer any rights or entitlements beyond those specified in the FFCRA. This policy is based upon information regarding the requirements of the FFCRA available at the time of the policy drafting. If anything in this policy conflicts with any applicable provision of federal law including any regulations later adopted by the U.S. Department of Labor, the City of Chicago will comply with all applicable requirements of federal law.

I. Leave Entitlements

Eligible employees may receive up to two weeks of emergency paid sick leave for Qualifying Reasons for Leave Related to COVID-19 as provided below in Section III based on the higher of their regular rate of pay or the applicable minimum wage, paid at:

- 100% for qualifying reasons as listed in Section III. 1., 2., and 3. below, up to $511 daily and $5,110 total;
- 2/3 for qualifying reasons as listed in Section III. 4., 5., and 6. below, up to $200 daily and $2,000 total; and

Employees are also eligible for up to 12 weeks of emergency Family and Medical Leave Act (“FMLA”) leave for reason III. 5 below.

- The first 10 days of such leave are unpaid, but employees may use emergency sick leave as provided above, or other accrued paid leave, to receive pay during this period.
- After the first 10 days, FMLA leave taken under this provision will be paid at 2/3 of the employee’s regular rate of pay (or the applicable minimum wage, if greater), up to $200 daily and $10,000 total.

Part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over a two-week period.

II. Eligible Employees.

Employees who are deemed Health Care Providers or Emergency Responders, as those terms are defined in any applicable U.S. Department of Labor guidelines or regulations, are not eligible for leave under this Policy. Please contact your department’s HR Liaison if you are unsure whether you are deemed a Health Care Provider or an Emergency Responder. All other employees are eligible for emergency sick leave as described above. Employees are eligible for emergency FMLA leave only if they have been employed by the City for at least 30 calendar days prior to the start of their requested leave. Employees must notify of the need for leave as soon as practicable and may be required to provide documentation and/or certification that they qualify for leave under this policy.

III. Qualifying Reasons for Leave

An eligible employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, 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 his or her child whose school or place of care is closed (or child-care provider is unavailable) due to COVID-19 related reasons; or
6. Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

*Based upon current Department of Labor guidance the Governor’s Stay at Home Order does not appear to constitute a “quarantine or isolation order” as those terms are used in the FFCRA. If the U.S. Department of Labor provides updated guidance or if the scope of the Governor’s order is modified, the City will revise its implementation of this policy accordingly.