

Emergency Family Medical Leave Expansion Act (EFMLA)

In accordance with the Families First Coronavirus Response Act, employees who are unable to work or telework are eligible effective April 1, 2020 for paid EFMLA leave due to one of the following reasons:

- To care for a child under 18 years of age if their school or place of care has been closed, or
- To care for a child under 18 years of age if their childcare provider is unavailable due to a public health emergency.

The Emergency Family and Medical Leave Expansion Act (EFMLA) provides job protected leave (only for companies with 25-499 employees) for up to 60 days. Regular full-time employees who regularly work 40 hours per week and have been with Imperial Design for at least 30 days from the date leave is requested, may request up to 60 days of EFMLA beginning April 1, 2020 through December 31, 2020. If an employee works less than 40 hours, he/she will be eligible for a pro-rated amount of EFMLA leave hours based on a typical work week schedule. For example, if you work 32 hours per week, you will be eligible up to 50 days based on your normally scheduled hours (not to exceed 320 hours). If your hours vary weekly, we will use a 6 month look back to establish your weekly average. EFMLA time may be used in no less than 1-hour increments.

The first 10 days of EFMLA are unpaid. Employees may elect to use available Emergency Paid Sick Leave Act (EPSLA), or earned and unused Vacation time, or take the time unpaid for the first 10 days. After 10 days, employees are eligible for 2/3rds of daily pay up to \$200 per day maximum value for the balance of the 50 days (400 hours). Part time is prorated to the equivalent of 10 weeks.

To request this leave, you must submit a COVID-19 Leave Request Form as soon as possible to your Human Resources Manager with the exact reason that necessitates your leave. Please note, paid EFMLA will not count as hours worked for overtime purposes.

Please note that EFMLA, Emergency Paid Sick Leave Act (EPSLA), FMLA, and Paid Medical Leave Act (PMLA) have different documentation and reporting requirements. In all cases where EFMLA applies, you must work with your Human Resources Manager to accurately determine eligibility and properly record usage. If you have questions on EFMLA, please see your Human Resources Manager.

Full details of EFMLA can be found on our workplace Labor Law posters, which are located in the Placement Department.