



MEMORANDUM

TO: Spencer Cronk, City Manager

FROM: Joya Hayes, Human Resources and Civil Service Director *JA*

DATE: April 17, 2020

SUBJECT: Resolution 20200409-079 regarding Families First Coronavirus Recovery Act (FFCRA)

The purpose of this memorandum is to provide an overview of the City of Austin implementation of the provisions within the FFCRA that include Emergency Paid Sick Leave and Expanded Paid Family and Medical Leave.

In response to Resolution 20200409-079, the Human Resources Department (HRD) confirmed the procedure first implemented on March 31, 2020, that allows employees to take Emergency Paid Sick Leave aligned with the provisions in the Resolution. This procedure was effective March 15, 2020, and provides all employees up to two weeks of emergency paid sick leave at 100% of the employee's regular rate of pay for established criteria within the FFCRA. Employees are not required to exhaust other accrued leave to use the Emergency Paid Sick Leave.

Based on the resolution, HRD provided an addendum to the Family and Medical Leave Procedure that details the expanded Family and Medical Leave (FML). This expansion provides up to ten (10) weeks of paid leave at 100% of the employee's regular rate of pay for their regularly scheduled number of hours where an employee, who has been employed for at least 30 calendar days, is unable to work due to a need to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. For the first ten (10) days of FML, employees can use accrued leave, use the Emergency Paid Sick Leave if eligible, or may take leave without pay.

Further, the Human Resources Department developed guidelines for Departments to use to request an exemption to the expanded FML provision within the FFCRA based on the Department of Labor and State of Texas criteria for Emergency Responders and Essential Services to ensure continuity of critical operations.

cc: Nuria Rivera-Vandermyde, Deputy City Manager