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## CUCAMONGA VALLEY WATER DISTRICT EMERGENCY PAID SICK LEAVE POLICY (EPSL)

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Cucamonga Valley Water District provides eligible employees with Emergency Paid Sick Leave (EPSL) under certain conditions.

### **Purpose**

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with emergency paid sick leave. This policy will be in effect from April 1, 2020, until December 31, 2020. Our existing Sick Leave policy still applies to all other reasons for leave outside of this policy.

### **Eligibility**

All current full-time and part-time employees are eligible for emergency paid sick leave.

### **Reason for Leave**

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age.
- 18 or older and incapable of self-care because of a mental or physical disability.

“Individual” means an immediate family member, roommate, or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined.

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## **Increments and Intermittent Use of Leave**

When working from home (telecommute), employees may take EPSL intermittently. As in the example for FMLA leave, an employee may only need 4 hours per day of leave to care for his or her child or may only need to do so on Tuesdays and Thursdays. Managers and employees are expected to be flexible in scheduling wherever possible.

### **Duration/Compensation**

Employees are entitled to:

- **Full-time employees:** 80 hours of pay at their regular pay rate. However, when caring for a family member (for reasons 4, 5, and 6 above), sick leave is paid at two-thirds the employee's regular rate.
- **Part-time employees:** Pay for the number of hours the employee works, on average, over a two-week period.

Paid leave under this policy is limited to \$511 per day (\$5,110 in total) where leave is taken for reasons 1, 2, and 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (care for others or school closures).

### **Interaction with Other Paid Leave**

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave concurrently with that leave. Emergency paid sick leave may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

### **Leave Rules**

You may elect to use emergency paid sick leave before using any accrued paid leave.

No leave provided by the District before April 1, 2020, maybe credited against your leave entitlement. In addition, emergency paid sick leave cannot be carried over after December 31, 2020.

### **Requesting Leave**

If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

### **Job Protection/Retaliation**

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined, or discriminated against for work time missed due to this leave.

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**Carryover**

Any unused paid sick leave will not carry over to the next year or be paid out to employees.

**Expiration**

This policy expires on December 31, 2020.

Please contact the Human Resources Department with any questions.

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