

WINTHROP UNIVERSITY GUIDELINES
Emergency Paid Sick Leave

PURPOSE:

In accordance with the Families First Coronavirus (COVID-19) Response Act, this policy provides paid sick leave for Coronavirus (COVID-19) related absences for all employees regardless of how long they have been employed. This policy is in addition to the Winthrop University [Sick Leave Policy](#).

GUIDELINES:

Under the Emergency Paid Sick Leave Act (EPSLA) portion of the Response Act, all employees are eligible for the following amount of EPSLA Paid Sick Leave:

- Full-time employees = up to 80 hours
- Part-time employees = Average number of hours they work over a regular two-week period

Employees may take paid sick leave for any of the following reasons:

1. To comply with a federal, state or local quarantine or isolation order related to COVID-19
2. To self-quarantine because the employee has been advised by a health care provider to do so due to concerns related to COVID-19
3. The employee is experiencing symptoms of coronavirus and seeking a medical diagnosis
4. To care for an individual who is self-isolating to comply with a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
5. To care for the employee's son or daughter if his/her school or place of care has been closed, or the childcare provider is unavailable, due to COVID-19 precautions
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services

Employees are not required to use any other paid sick leave offered by Winthrop prior to using EPSL paid sick leave. The employee's right to take this paid sick leave ends when the employee exhausts the number of hours assigned for EPSL or as of December 31, 2020. EPSL will not carry over to the next year. Compensation is calculated based on the reason the employee takes EPSL.

Employees who use EPSL for reasons 1 through 3 are eligible to receive paid sick leave equal to the number of hours noted above multiplied by 100% of their regular hourly rate of pay with a cap of \$511 per day and \$5,110 in total.

Employees who use EPSL for any remaining-qualifying reasons, 4 through 6, are eligible to receive paid sick leave equal to the number of hours noted above for full-time and part-time employees multiplied by two thirds of their regular hourly rate of pay with a cap of \$200 per day and \$2,000 in total.

Effective date: April 1, 2020

Expiration: Provisions expire on December 31, 2020