



OFFICE OF THE ASSISTANT SUPERINTENDENT
HUMAN RESOURCE SERVICES
1515 HUGHES WAY, LONG BEACH, CA 90810
(562) 997-8258 FAX (562) 997-8300

March 27, 2020

Dear Long Beach Unified School District Certificated and Classified Staff,

The Long Beach Unified School District is committed to ALL employees and we appreciate your tireless efforts in providing the essential services that we are charged with during this unprecedented time. The school district is working with our partners across the state to address new laws and procedures that are being developed by federal, state and local governments in response to COVID-19.

On March 19, 2020, the President signed into law HR 6201, the Families First Coronavirus Response Act. The new law goes into effect on April 1, 2020, and temporarily adds two provisions: (1) a paid leave under normally unpaid FMLA, and (2) an emergency paid sick leave until its expiration on December 31, 2020. This letter is being provided to make you aware of the two leaves that are now available under the HR 6201 Families First Coronavirus Response Act (FFCRA). Both leaves provide for extended benefits to our employees and their families.

Emergency Family and Medical Leave Expansion Act (Paid Childcare Leave)

As of April 1, 2020, eligible employees who are unable to work because their minor child's school or childcare is closed due to COVID-19 are entitled to 12 workweeks of leave. The first 10 days are unpaid unless the employee utilizes their accrued personal necessity leave, sick leave, or vacation for unpaid FMLA. The remainder of the leave is paid at not less than two-thirds pay, up to a maximum of \$200 per day.

If needed, the Emergency Family Medical Leave Expansion Act (FMLA) form is located on the district website. Please select Human Resource Services and click on the COVID-19 Leaves tab.

Emergency Paid Sick Leave Act

As of April 1, 2020, eligible full-time employees may receive up to 80 hours of Emergency Paid Sick Leave (part-time employees get a prorated amount) if they are unable to work for one of the following reasons related to COVID-19:

1. The employee is subject to a quarantine or isolation order by federal, state or local government, advised to self-quarantine by a healthcare provider, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis. The employee will be paid their regular pay rate up to a maximum of \$511 per day.
2. The employee is caring for someone subject to a quarantine or isolation by a federal, state or local government or a healthcare provider. The employee is paid based on two thirds of the employee's regular rate of pay up to a maximum of \$200 per day.

An employee may first use Emergency Paid Sick Leave before using any of their accrued leave balances; however, compensation for the Emergency Paid Sick Leave may vary according to the reasons listed above. The Emergency Paid Sick Leave can be used in full day increments and the google form is located on the District website. Please select Human Resource Services and click on the COVID-19 Leaves tab.

We appreciate your continued support of our students and schools. If you have a question regarding the Emergency Family and Medical Leave Expansion Act process or the Emergency Paid Sick Leave, feel free to contact Human Resource Services at 562-997-8204 for clarification.

Best regards,

David Zaid
Assistant Superintendent