



COVID-19 Leave Policy Effective 04/09/20 – 12/31/2020

Purpose

As a Healthcare Provider, Hawaii Care Choices is considered an exempt organization from the government issued Families First Coronavirus Response Act (FFCRA). However, in a collaborated effort between Executive Leadership and the Board of Directors, Hawaii Care Choices has decided to provide a benefit to assist employees who may be affected by the COVID-19 outbreak. The following is a definition of our **“COVID-19 Leave Policy”**. This policy will be in effect from April 09, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

COVID-19 Leave

Eligibility

All *regular* full- and part-time employees who have worked for the company 30 days or more and are unable to work (**or telework**) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19 and cannot telework.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 and cannot telework.
3. The employee is advised by Hawaii Care Choices to quarantine and cannot telework.
4. The employee is caring for a household resident who is ill and being tested or has been diagnosed with COVID-19.

“Household Resident” means a member of the household living in the “same” residence as the employee and the employee is responsible to care for the resident.

“Cannot Telework” means a position that has been deemed not qualified for telework by Hawaii Care Choices and/or the employee is too sick to do telework.

Employees who are ordered to quarantine due to self-selected travel are not covered by this COVID-19 Leave Policy. In those cases the employee will use their PTO benefit as appropriate.

Amount of Paid Leave

All eligible regular full-time employees will have up to two weeks of COVID-19 Leave available to use for the qualifying reasons above. Eligible regular part-time employees are entitled to the number of hours according to their regular status (*i.e. If the employee is hired to work 24hrs per week; COVID-19 Leave will match that and 48hrs will count as two weeks*).

Rate of Pay

COVID-19 Leave will be paid at the employee's regular rate of pay.

Interaction with Other Paid Leave

The employee may use COVID-19 leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Procedure for Requesting COVID-19 Leave

Employees must notify their manager or the HR manager of the need and specific reason for leave under this policy. A request form will be provided by HR and/or on the L drive in the Employee Forms and Notices folder. Employees must provide proof of eligibility for documentation purposes. Proof may include, (but not limited to):

1. Employee Name
2. Date(s) for which leave is requested
3. Qualifying reason (as listed above)
4. Employee statement explaining and attesting to the reason according to items 1-4 above (*signature included*).
5. Document of proof - Proof may include items (depending on reason) such as:
 - a. *Name of Government entity that issued the Quarantine or Isolation Order due to COVID-19.*
 - b. *Name and address of healthcare provider who advised the employee or household resident to self-quarantine due to concerns related to COVID-19.*
 - c. *Email communication from provider.*
 - d. *Letter or note from provider.*

Once COVID-19 leave has begun, the employee and his or her manager must report periodically on the employee's status and intent to continue to receive paid time. The frequency and method of this communication will be determined at the time of leave.

Carryover

Paid emergency leave under this policy will not be provided beyond December 31, 2020. Any unused paid leave will not carry over to the next year or be paid out to employees. COVID-19 Leave is not accrued. Once exhausted the leave does not renew.

Duration of Leave

Employees who qualify and utilize unpaid FMLA in conjunction with this leave will note; this time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a rolling 12-month period.

For example, if an employee has already taken 6 weeks of regular unpaid FMLA leave, that employee would still be eligible for the remaining 6 weeks of unpaid FMLA leave under this policy.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the Accounting department.

If the employee contributes to any of the supplemental insurance benefits plans, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums during the leave. If the employee does not continue these payments, the employer may discontinue coverage during the leave.

Please contact the HR department with any questions.