

April 13, 2020

In an effort to keep you updated during the COVID-19 pandemic, we will be sending you daily updates on the latest developments. Please do not hesitate to reach out to your Sheakley HR team member should you have additional questions or concerns!

Families First Coronavirus Response Act:

We would like to provide some clarity on The Paid Sick leave hours and how they can be used. Employees are not required to use the full 80 hours of Paid Sick time for one occurrence. If an employee qualifies for the Paid Sick leave for one of the below reasons, the hours can be used anytime between April 1, 2020-December 31, 2020.

- Subject to public health emergency
- Advised to self-quarantine by a medical provider
- Experiencing COVID-19 symptoms and seeking medical care

For example, an employee may seek medical care and be placed on a 3 day quarantine order and released to return to work. This employee would be eligible to use 24 hours of Paid Sick during this time. This employee would have 56 hours of Paid Sick time available for use until December 31, 2020. This same example would hold true if the employee was caring for a family member as well. The difference would come with the amount of pay that the employee is eligible for.

The attached flow chart was created to help in determining the type of leave that employees may be eligible for. I am also providing the below graph to assist in tying the leave type to the COVID pay codes that should be used.

Families First Coronavirus Response Act

	COVIDSICK	COVIDPAY	COVIDCHILD
	Paid Sick Leave	Paid Sick Leave (Care)	Child Care Leave (eFMLA)
Qualifications	<ul style="list-style-type: none"> • FED/State/Local/Self Quarantine • Symptoms seek medical 	<ul style="list-style-type: none"> • Care for child with school/daycare closing • Caring for Quarantine • Experiencing Substantial Similar Conditions 	<ul style="list-style-type: none"> • Caring for Child due to illness, school or daycare closing
Employee Pay Rate	100% Pay Rate	2/3 Regular Rate	2/3 Regular Rate
Length of Time	Two Weeks (80 hours)		10 Weeks
Tax Credit	\$511 per day \$5,110 Aggregate	\$200 per day \$2,000 Aggregate	\$200 per day \$10,000 Aggregate

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Unemployment Update:

Employers who are still operating “business as usual” may be allowing employees who do not feel comfortable working to stay home. If you are allowing an employee to stay home due to their level of comfort with COVID-19, they are NOT eligible for unemployment. These employees can use any available paid time off that they may have with the company or, they can take the time unpaid. If employees are not truly being laid off due to “lack of work” or company closure they are not eligible to collect unemployment benefits.

We are finding that all unemployment claims are being allowed at this time, regardless of whether or not an employee is terminated for cause. The state of Ohio corresponds via U.S. Mail, and there has been a significant delay from the time an employee files to the time that Sheakley receives the request for separation information. If you have an employee that you are considering terminating for cause, you may want to delay the termination.

In an effort to respond to claims as quickly as possible, we ask that our clients are keeping us updated on the status of their organization. If you have had to lay employees off due to COVID-19 or shut down your operations, please let me know. If you can keep me updated regularly on the status it would be greatly appreciated!

Lastly, Sheakley has absolutely no bearing on when or how unemployment claims are being reviewed and allowed. We do not have the ability to check statuses of the claims or update employees information. If an employee has questions or concerns about their claims, they should contact the Department of Job and Family Services directly. We know that this has been a very frustrating process for our clients and our employees and we wish that there was more that we could do to assist.

Sheakley HR COVID-19 Resource Page:

In addition to our daily email updates, we are also working diligently to keep our Sheakley HR COVID-19 Resource Page up-to-date. You can visit this page at <https://ww2.sheakley.com/coronavirus-update/>.