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Dear Victor Valley College Employees:

Effective April 1, 2020, employers are required to announce and post the United States Department of Labor **Families First Coronavirus Response Act (FFCRA)** notice advising employees of their rights to benefits under the FFCRA. The notice has been posted to the VVC website at http://www.vvc.edu/offices/human_resources/COVID.shtml and attached to this message for your review.

The **Families First Coronavirus Response Act (FFCRA)** requires employers to provide their employees with **Emergency Paid Sick Leave (EPSL)** and **Expanded Family and Medical Leave (EFMLA)** for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. The notice defines the paid leave entitlements, eligibility, and the qualifying reasons for leave related to COVID-19. In order to utilize these leaves, an employee must complete the certification and request forms which are located on the VVC website at http://www.vvc.edu/offices/human_resources/COVID.shtml. An employee must provide notice to their employer of the need to use Emergency Paid Sick Leave (EPSL) and/or Expanded Family and Medical Leave (EFMLA) as soon as practicable or after the first workday of using the leave.

Expanded Family and Medical Leave (EFMLA).

From April 1, 2020 through December 31, 2020, employees can take Expanded Family and Medical Leave (EFMLA). An employee is eligible for up to 12 weeks of job protected EFMLA, if the employee has worked for the College for at least 30 calendar days and satisfies the requirements listed on the Request for EFMLA form. The first 10 days of EFMLA leave consists of unpaid leave. During this time, the employee may elect to use Emergency Paid Sick Leave (EPSL), if the employee has not exhausted such leave. If the employee has exhausted the Emergency Paid Sick Leave (EPSL), an employee may use their earned and accrued leaves to supplement their unpaid EFMLA leave compensation. After the 10th day and for the remaining 10 weeks of EFMLA leave, an employee is entitled to compensation for such leave at 2/3 of the employee's regular rate of pay, subject to a monetary cap.

Emergency Paid Sick Leave (EPSL)

From April 1, 2020 through December 31, 2020 eligible employees can take Emergency Paid Sick Leave (EPSL) for any of the six qualifying reasons listed on the notice. An employee is entitled to up to 80 hours of EPSL at the full rate of pay subject to a maximum dollar amount as provided under the FFCRA, if they are unable to work onsite or telework for the reasons, #1 through #3, listed on the notice. An eligible employee is entitled to up to 80 hours of Emergency Paid Sick Leave (EPSL) at 2/3 of the employee's regular rate of pay subject to a maximum dollar amount as provided under the FFCRA, if they are unable to work onsite or telework because of reasons given on the attached notice #4 through #6.

Full-time employees working 40 hours per week may take up to 80 hours of emergency paid sick leave. Part time employees may take up to the number of hours that they work on average over a two-week period as determined by reviewing the six-month period prior to the usage of leave.

If you have any questions about the abovementioned paid leave entitlements, please contact Nonnie Compton, Sr. HR Analyst at nonnie.compton@vvc.edu.