



US EMPLOYEES

Families First Coronavirus Response Act

In response to the Families First Coronavirus Response Act, we are updating our sick leave policy. Please review its implications in full [here](#). Below are some key points:

Emergency Paid Sick Leave Act

40 hours of EPSL are available effective April 1, 2020.

EPSL is available to all employees for the following reasons:

1. When the employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. When the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. When the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. When the employee is caring for an individual (note, not just family members) who is subject to a quarantine order or health care provider advice to self-quarantine.
5. When the employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable due to COVID-19 precautions.
6. When the employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

EPSL shall cease with the employee's next scheduled work shift immediately following the end of the covered need for EPSL.

Items 1-3 (from above)

For EPSL taken for the employee's own coronavirus-related reasons (#1–3 on the above list of permitted purposes), EPSL must be paid at the employee's full rate of pay but is not to exceed \$511/day or \$5,110 in the aggregate.

Items 4-6 (from above)

For EPSL taken to care for another individual, because of childcare issues, or because the employee is experiencing a specified substantially similar condition (#4–6 on the above list of permitted purposes), EPSL must be paid at two-thirds of the employee's full rate of pay and is not to exceed \$200/day or \$2,000 in the aggregate.

Employees must provide formal documentation of a doctor's note by the second day to receive EPSL. Unused EPSL cannot be carried over to the next calendar year. Moreover, the EPSLA and its requirements expire on December 31, 2020.

Upon termination of employment, employers are not required to pay employees out for unused EPSL.

Emergency Family and Medical Leave Expansion Act

10 days of unpaid public health emergency leave (PHEL), when most covered employees would get paid leave under the EPSLA, and paid leave for any such continued leave at two-thirds of the employee's normal pay rate (up to 12 weeks total) become available effective April 1, 2020. PHEL is available only in situations when the employee is unable to work (or telework) due to a need for leave to care for the employee's child under 18 years of age if the school or place of care has been closed, or if the childcare provider of such child is unavailable, due to a COVID-19-related emergency declared by a federal, state, or local authority. The amount of PHEL paid to an employee is capped at \$200 per day and \$10,000 in the aggregate. This applies to any employee who has been employed for at least 30 calendar days.

Employees must give notice to employ these privileges by form of note by childcare provider or formal notice of school or place of care closure.

UK EMPLOYEES

Statutory Sick Pay

94.25 GBP per week is to be paid by employer for up to 28 weeks if you are too ill to work. Because of Coronavirus, you are now able to claim this as early as the first day. To qualify for Statutory Sick Pay (SSP) you must:

- be classed as an [employee](#) and have done some work for your employer
- have been ill for at least 4 days in a row (including non-working days)
- earn an average of at least £118 per week
- tell us you are sick within 7 days if they do not have one

More information available here:

<https://www.gov.uk/statutory-sick-pay>

<https://www.gov.uk/statutory-sick-pay/eligibility>

<https://www.gov.uk/government/publications/coronavirus-bill-what-it-will-do/what-the-coronavirus-bill-will-do>

Volunteering

A new bill enables employees and workers to take Emergency Volunteer Leave in blocks of 2, 3 or 4 weeks' statutory unpaid leave and establish a UK-wide compensation fund to compensate for loss of earnings and expenses incurred at a flat rate for those who volunteer through an appropriate authority. This will ensure that volunteers do not suffer financial disadvantage as a result of performing a public



good. Volunteers play a critical role in the delivery of health and social care services and are particularly important in caring for the most vulnerable in our society, such as the elderly, those with multiple long-term conditions or those suffering from mental ill-health. More information available [here](#).

Family Leave

Reasonable family leave will be granted at the discretion of Actualize. This may be paid or unpaid. More information [here](#).

CANADA EMPLOYEES

No changes to regulations; recap of Canadian rights below.

Sick Leave

An employee who has been employed by an employer for at least two consecutive weeks is entitled to a sick leave without pay of up to three days in each calendar year because of a personal illness, injury or medical emergency.

Family Responsibility Leave

An employee who has been employed by an employer for at least two consecutive weeks is entitled to family responsibility leave without pay of up to three days in each calendar year because of the illness, injury or medical emergency of a family member.

Family Medical Leave

An employee is entitled to an unpaid leave of up to 28 unpaid weeks to provide care or support to a family member who has a serious medical condition with a risk of death occurring within a period of 26 weeks.

Family Caregiver Leave

An employee is entitled to an unpaid leave of up to 8 weeks to provide care or support to a family member who has a serious medical condition. There is no service requirement for this leave.

Critical Illness Leave (to care for a child family member under 18)

An employee who has been employed by an employer for at least 6 months is entitled to up to 37 unpaid weeks to care for a critically ill child.

Critical Illness Leave (to care for an adult family member)

An employee who has been employed by an employer for at least 6 months is entitled to up to 17 unpaid weeks to care for a critically ill adult family member.

Child Death Leave

An employee who has been employed by an employer for at least 6 months is entitled to up to 104 unpaid weeks leave if their child under age 18 dies.



Bereavement Leave

An employee who has been employed by an employer for at least two consecutive weeks is entitled to a bereavement leave without pay of up to two days in each calendar year because of the death of a family member.

Declared Emergency Leave

An employee is entitled to an unpaid declared emergency leave if the employee will not be performing their duties because of a declared emergency.