District Board Policy

Category: All Employees
Policy Number: 699
Title: Emergency Family and Medical Leave

Cochise College is a public sector employer required to comply with the Families First Coronavirus Response Act (FFCRA) signed into law on March 18, 2020, and with an effective date of March 23, 2020, and is effective through December 31, 2020.

Procedure 699.1
Provisions and Eligibility

Employees employed prior to February 18, 2020, are eligible for up to 12 weeks of job-protected leave as established under the Family and Medical Leave Act (FMLA) for “a qualifying need related to a public health emergency.” The law defines “qualifying need” as instances where the employee is unable to work or telework due to the need to care for a minor if the child’s school or childcare has been closed or is unavailable due to a public health emergency.

The provisions of this policy apply to the extent of the parameters of the position in place based on the appointment and are not intended to extend the appointment of an employee beyond the position parameters had the public health emergency not occurred. For example, if an employee’s normal appointment would have ended on May 15, 2020, as agreed to in the personnel action form signed at the time of the appointment, the paid leave provision ends on May 15, 2020.

Procedure 699.2
Compensation

Under the FFCRA, the first two weeks (or 10 days) of leave are unpaid, unless the employee chooses to use accrued annual, personal, or sick leave. The remaining 10 weeks of protected leave would be paid with the employee receiving two-thirds of the regular rate of pay for the number of hours normally scheduled to be worked if the public health emergency was not occurring. The amount of paid leave under this provision is capped at $200 per day, or a total of $10,000 gross pay.