



Paul Mills <pmills@fountaindale.lib.il.us>

IMPORTANT- PLEASE READ: Emergency Paid Sick Leave for COVID Vaccinations

Leandra Pottle <lpottle@fountaindale.lib.il.us>
To: BB-All <bb-all@fountaindale.lib.il.us>

Fri, Apr 16, 2021 at 11:33 AM

Hi all,

I've just sent you an email with the revised FMLA Leave Expansion and Emergency Paid Sick Leave policy. In reviewing the policy, you will see that emergency paid sick leave (FFCRA) can now be used for time taken off to receive a COVID-19 vaccination or to recover from any injury, disability, illness or condition related to the vaccination. All employees have received a new accrual equivalent to 2 weeks of regularly scheduled hours of Emergency Paid Sick Leave. (FFCRA balances have been reset to this amount.)

We will retro time back to 4/1 to allow the use of FFCRA due to vaccinations and time off due to any side effects from the vaccine.

If you have taken time off between 4/1/2021-4/3/2021:

Employees using paid time off benefits to receive a vaccine or to recover from side effects of the vaccine from 4/1-4/3 will have their benefits adjusted manually. Please complete the attached Request for Emergency Paid Sick Leave form for the time you requested, and provide a copy of documentation of the vaccination appointment, including vaccination location, or a copy of your vaccination card. Once I receive that information, I will manually adjust your benefit accruals in Paylocity, allowing the use of FFCRA for that time.

If you have taken time off between 4/4/21-4/17/21:

If you have taken time off to receive a vaccine or to recover from side effects of the vaccine from 4/4-4/17, please contact your supervisor or department manager as soon as possible so this can be processed prior to running payroll for the period. Previous time off requests can be cancelled in Paylocity and FFCRA-Self can be used for this time period. You will need to complete the attached Request for Emergency Paid Sick Leave form for the time you requested and provide a copy of documentation of the vaccination appointment, including vaccination location, or a copy of your vaccination card. (If we are notified after payroll is run on April 20th, your accruals will be adjusted manually.)

4/18/21-9/30/21:

Moving forward, you must follow your department's procedures for requesting time off to receive your vaccine and/or follow call in procedures if you are not feeling well after the vaccination. Time off can be requested through Paylocity using FFCRA-Self as the type. You will be required to complete the Request for Emergency Paid Sick Leave form for the time you are requesting and provide a copy of documentation of the vaccination appointment, including vaccination location, or a copy of your vaccination card.

This email addresses the use of FFCRA for COVID vaccinations and recovery from side effects from the vaccine, however, employees may also be eligible for use of emergency paid sick leave for other reasons specified in the FMLA Leave Expansion and Emergency Paid Sick Leave policy. Please review the policy for additional information.

Please feel free to reach out to me if you have any questions or concerns.

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Request for Emergency Paid Sick Leave-Extension.pdf

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