## FFCRA – Leave Chart for Emergency FMLA and Emergency Sick Leave

<table>
<thead>
<tr>
<th>Qualifying Reasons for: Emergency Paid Sick Leave (EPSL)</th>
<th>Weeks 1 and 2 (80 hours)</th>
<th>Weeks 3 through 12 (additional 10 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. subject to a Federal, State, or local quarantine or isolation order related to COVID-19</td>
<td>Paid EPSL at regular rate</td>
<td>No EFML</td>
</tr>
<tr>
<td>2. has been advised by a health care provider to self-quarantine related to COVID-19</td>
<td>Paid EPSL at regular rate</td>
<td>No EFML</td>
</tr>
<tr>
<td>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis</td>
<td>Paid EPSL at regular rate</td>
<td>No EFML</td>
</tr>
<tr>
<td>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)</td>
<td>Paid EPSL at 2/3 regular rate</td>
<td>No EFML</td>
</tr>
<tr>
<td>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons <strong>This is Also the Only Qualifying Reason for Emergency Family Medical Leave (EFML)</strong></td>
<td>Paid EPSL at 2/3 regular rate</td>
<td>Unpaid EFML</td>
</tr>
<tr>
<td>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services</td>
<td>Paid EPSL at 2/3 regular rate</td>
<td>No EFML</td>
</tr>
</tbody>
</table>
Determining an Employee’s Pay Under the Emergency Paid Sick Leave Act (EPSLA)

Start Here

Does the employee qualify under one of the six reasons (below) for leave under the EPSLA?

NO

The Employee is not entitled to Emergency Paid Sick Leave and must use accrued leaves.

Part Time

Full Time

YES

Does the employee qualify for reasons 1, 2, or 3 in the EPSLA?

NO

Does the employee qualify for reasons 4, 5, or 6 in the EPSLA?

YES

Does the employee work full time or part time?

YES

The Employee is entitled to 80 hours of Emergency Paid Sick Leave at their regular rate of pay for the average number of hours worked in a two week period. (Max $511/day & $5,110 total)

NO

Does the employee work full time or part time?

YES

The Employee is entitled to 80 hours of Emergency Paid Sick Leave at two thirds (2/3) their regular rate of pay. (Max $200/day & $2,000 total)

Part Time

Full Time

Qualifying reasons to take Emergency Paid Sick Leave (all relating to COVID-19):

1. The employee is subject to a Federal, State, or local quarantine or isolation order.
2. The employee has been advised by a health care provider to self-quarantine.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to such an order in (1) or such advice in (2).
5. The employee is caring for their child whose school or place of care has closed or is unavailable.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

3/27/2020
Effective April 1, 2020 through December 31, 2020

Determining an Employee’s Pay Under the Emergency Family and Medical Leave Expansion Act (EFMLEA)

Start Here

Has the employee been on payroll for at least 30 calendar days?

YES

Is the employee requesting leave to care for their child whose school or place of care has closed or is unavailable due to COVID-19?

YES

The employee is entitled to 12 weeks of EFMLEA leave. Has the employee already used Emergency Paid Sick Leave from the EPSLA?

YES

Does the employee have accrued balances of paid leaves?

YES

The employee can use their accrued paid leave during the first two weeks of EFMLEA leave. This is paid at 2/3 the employee’s normal leave rates.

THEN

The following 10 weeks must be paid at 2/3 the employee’s regular rate of pay.

THEN

The following 10 weeks must be paid at 2/3 the employee’s regular rate of pay.

NO

The employee is not eligible for leave under the EFMLEA.

NO

The employee is not eligible for leave under the EFMLEA.

NO

The employee can use two weeks of EPSLA leave during the first two weeks of EFMLEA leave. This is paid at 2/3 the employee’s regular rate.

THEN

The following 10 weeks must be paid at 2/3 the employee’s regular rate of pay.

THEN

The first 10 days (2 weeks) of EFMLEA leave may be unpaid.

Note: Payments to employees under the EFMLEA may not exceed $200 a day or $10,000 total.
March 27, 2020

Dear Colleagues:

As we all face the growing health concerns impacting our world, the DAC remains committed to providing technical assistance to organizations serving crime victims.

Many of you may be grappling with how to serve victims in the weeks and months ahead as traditional methods may not be feasible or recommended. You are not alone and we have located links to some national resources that may be of help to you and your staff during this national emergency.

Work Environment

We have heard from local programs that are in the process of adapting work settings in response to COVID-19. For example, many organizations are seeking resources on transitioning to remote teams, supervising telecommuting staff, ensuring appropriate new workloads, and supporting colleagues’ self-care. This may be an opportune time to focus on those professional “to do” items that usually get little attention, e.g., building staff skills, drafting trauma-informed policies and protocols, or even training volunteers online. Here are a few ideas:

- With changes in schedules, you may find time to work toward the National Advocate Credential ([https://www.thenacp.org/](https://www.thenacp.org/)). OVC TTAC’s Victim Assistance Training (VAT) *Online* is a no-cost resource you can use toward this credential [https://www.ovcttac.gov/views/TrainingMaterials/dspOnlineTraining.cfm](https://www.ovcttac.gov/views/TrainingMaterials/dspOnlineTraining.cfm).
- Do you want to create or strengthening your trauma-informed standard operating procedures? Consult the great information from the [Human Trafficking Task Force e-Guide](https://www.ovcttac.gov/resourceLibrary/index.cfm).
- There are helpful resources for supporting volunteers as well at the OVC TTAC Resource Library [https://www.ovcttac.gov/resourceLibrary/index.cfm](https://www.ovcttac.gov/resourceLibrary/index.cfm).
Supporting Survivors and Staff

National hotline supports remain available, including:

- The National Domestic Violence Hotline is 24/7, confidential, and free: 1–800–799–7233 and through chat.
- The National Sexual Assault Hotline is 24/7, confidential, and free: 1–800–656–HOPE (4673) and through chat.
- The National Human Trafficking Hotline is 24/7, confidential, and free: 1–888–373–7888 and through text SMS: 233733 (Text “Help” or “Info”) and chat.
- The StrongHearts Native Helpline for domestic/sexual violence is available 7:00 a.m.–10:00 p.m. central time, confidential, and specifically for native communities: 1–844–762–8483.
- The Trans LifeLine for peer support for trans folks is available 9:00 a.m.–3:00 a.m. central time: 1–877–565–8860.
- Futures Without Violence: Information on COVID-19 for Survivors, Communities, and DV/SA Programs
- OVC TTAC Victim Assistance Trainings (VAT) Online- modules on:
  - Self-Care
  - Crisis Intervention
- OVC: Vicarious Trauma Toolkit
- CDC: Managing Stress and Anxiety

Using Virtual Platforms with Clients

- NNEDV: Remote Work During Public Health Crises — Technology Safety (includes information about Choosing a Digital Services Platform and Choosing a Vendor for Digital Services)
- NASW: Standards for Technology in Social Work Practice
- NNEDV: Tech Safety: Using Technology to Communicate with Survivors During a Public Health Crisis
- NNEDV: Remote Work During Public Health Crises — Technology Safety

NOTE: Before selecting and purchasing online meeting space for meetings to connect with clients, be sure to review their policies on privacy and HIPAA compliance, if appropriate. For example:

- https://www.gotomeeting.com/meeting/resources/hipaa-compliant-video-conferencing
- https://www.bluejeans.com/use-cases/healthcare

Using Virtual Platforms with Staff

- Harvard Business Review: How to Get People to Actually Participate in Virtual Meetings
- VitalSmarts: How to Manage Newly Remote Teams
- Microsoft Teams
**Disaster Preparedness and Response**

- **OVCP: Helping Victims of Mass Violence & Terrorism Toolkit** (specifically, the resources on Partnership & Planning, and Recovery)
- **VolunteerPro: Nonprofit Emergency Plans - What You Need to Know**
- **American Red Cross: Ready Rating**
- **VAWnet: Emergency Planning**
- **https://docs.google.com/document/d/1TMwGbYbexQejRqmgK6veNs2P1JQwTGTHyf-peOpvll/edit?usp=sharing** (example of resource planning/community guide)

**Responding to COVID-19**

- **National Network to End Domestic Violence (NNEDV): Resources on the Response to the Coronavirus (COVID-19)**
- **National Association of Social Workers: Guidance on Responses to Infectious Diseases and COVID-19**
- **CDC: Guidelines for Community Organizations**
- **Georgia Center for Nonprofits: Nonprofit guide to COVID-19 Planning**
- **SAMHSA: Tips for Social Distancing**
- **SAMHSA: Guidance for Substance Use Facilities**
- **VAWnet Preventing & Managing the Spread of COVID-19 Within Domestic Violence Programs** (includes guidance for shelters and homeless programs, and much more)
  - **COVID-19 Resources for Legal Services and Victims’ Rights - National Crime Victim Law Institute**

Should you need assistance with making modifications to your VOCA grant, please continue to contact our office at [VOCAhelp@dac.state.ok.us](mailto:VOCAhelp@dac.state.ok.us).

Sincerely,

*Suzanne Breedlove*

Suzanne Breedlove
Director of Victims Services