

Emergency Paid Sick Leave Act 2020

Starting April 2, 2020, under the Emergency Paid Sick Leave Act, full-time B&B Employees will be offered 80 hours of sick leave related to COVID-19. This is for leave directly related to COVID-19 and this covers those employees who have to take off for childcare reasons due to COVID-19. Below are the covered reasons as well as other important information.

Employees are NOT required to take vacation pay during this time as well. Employees who do not qualify for this, are still able to take a Voluntary Leave of Absence (unpaid) during this time as well, if they do not feel comfortable being at work.

This Leave Act is NOT retroactive and will only be able to be used from April 2, 2020 to December 31, 2020.

Covered Leave Purposes:

- 1. When quarantined or isolated subject to federal, state, or local quarantine/isolation order;*
- 2. When advised by a health care provider to self-quarantine (due to concerns related to COVID-19);*
- 3. When experiencing symptoms of COVID-19 and seeking a medical diagnosis;*
- 4. When caring for an individual doing #1 or #2 (2/3 pay);*
- 5. When caring for a child whose school or place of care is closed due to COVID-19 (2/3 pay); or*
- 6. When the employee is experiencing any other substantially similar condition (2/3 pay).*

Duration of Leave:

- Full time employees are entitled to 80 hours of paid sick leave.*
- Part time employees are entitled to sick leave equal to the amount of hours worked on average over a typical two-week period.*

Rate of Pay:

- Sick leave must be paid at the employee's regular rate of pay for leave used for the employee's own illness, quarantine, or care.*
- Sick leave must be paid at two-thirds of the employee's regular rate if taken to care for a family member or to care for a child whose school has closed, or if the employee's childcare provider is unavailable due to the coronavirus.*
- Pay is capped at \$511/day and \$5,110 total for reasons 1, 2, and 3 described above.*
- Pay is capped at \$200/day and \$2,000 total for reasons 4, 5, and 6 described above.*

Employees who feel sick should stay home, if you do not feel well, please check your temperature each day prior to coming to work and on a regular basis thereafter. If you do have a fever (meaning a temperature higher than 100°F/38°C), do not return to work. Do not return to work until you have been fever-free, without fever-reducing medication, for at least 48-hours, or have a doctor's note confirming your ability to return to work. When calling in to the attendance line, we ask that you give specific information in regard to the illness/symptoms that you are experiencing.

If an employee would like to take this leave (and is eligible), documentation will be required and should be sent to your Manager/Supervisor and/or Human Resources.

Please be advised, B&B Airparts has opted to include text communication as an additional way to communication with our employees. If you receive a text message from 484-848, it is a valid message from B&B Airparts.

If you have any questions, please call Human Resources at 316-946-0300 ext. 279 or send an email to bgaither@bbairparts.com.