

COVID-19 Leave Request Process for Non-Clinical Employees

A) I have been advised by a health care provider to self-quarantine related to COVID-19

B) I am experiencing COVID-19 symptoms and am seeking a medical diagnosis.

C) I am caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19

D) I have been advised by a health care provider to self-quarantine related to COVID-19

1. Inform your Manager and email Human Resources (hr@procarepain.com) describing your need to miss work.
2. HR needs to see supporting documentation before even processing the request for leave of absence:
 - If reasons A, C, or D above, employee should still be able to work remotely. If not, review case-by-case with HR.
 - For **reason B** above, if WFH employee is too sick to work even at home, **HR will need a doctor's note expressing such. HR will also want a copy of COVID test results. HR will also need return-to-work note expressing employee is healthy enough to work again.**

Once documentation is produced to support the need for Families First covered leave, HR will submit the request to BASIC, a third party. BASIC will then send employee a one-page form to complete and return directly to BASIC. For **reason B**, BASIC will then approve a Families First benefit called Emergency Paid Sick Leave. Employees are eligible for *up to* 80 hours of Emergency Paid Sick Leave, paid at 100% their regular rate (prorated for part-time staff). This does not deduct from PTO or PMLA banks.

If employee ends up missing more than 80 hours, we will look at transitioning to regular FMLA which would use *up to* 40 hours of PTO, and go through a new paperwork process for that via BASIC again. If employee is not eligible for regular FMLA, we will have to use PMLA/PTO.