

**Casa de Amparo Policy
Emergency Family and Medical Leave**

Department: Administration
Creation Date: 3/31/20
QA Approval: 4/01/20

Section: Human Resources
Revision Date(s): n/a

Policy

Under the Families First Coronavirus Response Act, Casa de Amparo provides eligible employees with up to 12 weeks of emergency family and medical leave for a qualifying need related to a public health emergency.

Procedure**1. Eligibility**

- a. Emergency family and medical leave is available to all employees that have been employed by the Company for at least 30 calendar days.

2. Reason for Leave

- a. Leave under this policy is limited to circumstances where you are unable to work (including telework) due to your need to care for your minor child because the child's school or place of childcare has been closed or is unavailable due to a public health emergency.

3. Requesting Leave

- a. If you need to take emergency family and medical leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

4. Compensation

- a. The first 10 days (two weeks) of leave are unpaid, but you may substitute accrued paid leave, including emergency paid sick leave.
- b. The remaining 10 weeks are paid at 2/3 of your regular rate for the number of hours you would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total).

5. Restoration

- a. Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

6. Retaliation

- a. The Company will not retaliate against employees who request or take leave in accordance with this policy.

7. Expiration

- a. This policy expires on December 31, 2020.