



**LARKSPUR-  
CORTE MADERA  
SCHOOL DISTRICT**

**Board of Trustees:** *Monica Cañas, Katherine Chan, Sarah Mueller, Jill Sellers, Katie Zwarg*  
**Superintendent:** *Brett Geithman, Ed.D.*

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To: All District Employees  
Fr: Brett Geithman, Superintendent

**Re: Notice to Employees: Employee Paid Leave Rights and the Families First Coronavirus Response Act**

Due to the passage of the Families First Corona Virus Response Act (HR 6201) you may be entitled to one or more of the emergency leave benefits listed below. These provisions will be effective from April 1, 2020 through December 31, 2020. Below is a summary of the new leave benefits but please refer to the Department of Labor (DOL) Notice for more detailed information.

If you have questions regarding your eligibility or benefits, please contact Linda Tarantino @ [ltarantino@lcmschools.org](mailto:ltarantino@lcmschools.org).

**EFFECTIVE APRIL 1, 2020**

**1) Expanded Family and Medical Leave (leave for childcare purposes for minor children caused by school or daycare closures)**

- i. Employee has been employed for at least 30 days to be eligible
- ii. Employee needs to care for a minor child due to a school or childcare closure caused by public health emergency and is unable to work or telework.

**BENEFIT: Up to 12 weeks of leave. First two weeks unpaid, unless other leave is utilized, then 10 weeks at 2/3 pay up to a maximum of \$200/day and \$10,000 total.**

**2) Emergency Paid Sick Leave** is available to certain employees under the following conditions:

- i. Employee **is unable to work** due to government issued quarantine or isolation order related to COVID-19.
- ii. Employee has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work.
- iii. Employee is experiencing symptoms of COVID-19, is seeking diagnosis and is unable to work.

- iv. Employee is caring for an individual subject to (i) or (ii) above.
- v. Employee is caring for a minor child due to a school or childcare closure caused by a public health emergency and employee is unable to work or telework.
- vi. Employee is experiencing “a substantially similar condition” to COVID-19 as specified by certain federal agencies and is unable to work.

**BENEFIT FOR REASONS i.-iii.: Up to 2 weeks leave at full pay, up to a maximum of \$511 per day and \$5110 total for reasons (i-iii).**

**BENEFIT FOR REASONS iv.-vi.: Up to 2 weeks leave at 2/3 pay, up to a maximum of \$200 per day and \$2000. May be used to provide pay during the first 2 weeks of unpaid Expanded Family and Medical Leave.**

**IMPORTANT NOTES:**

- Emergency Paid Sick leave for an employee’s own condition, and Emergency Paid Sick Leave to care for others, when combined may not exceed 2 weeks total.
- The 12 weeks of Expanded Family and Medical Leave is subject to the Family Medical Leave Act (FMLA) limits of 12 workweeks annually. These laws do not entitle you to an additional 12 workweeks of leave if you have already exhausted your leave for this year. Similarly, if you utilize this leave now, it will reduce your available leave for the next 12 months. However, even if you have exhausted your FMLA leave, you will be entitled to utilize Emergency Paid Sick Leave for qualifying reasons.
- These emergency benefits will be applied before the employee’s regular accruals are used.

For your reference the District is also providing a copy of the Federal Department of Labor Employee Rights Notice regarding the Families First Coronavirus Response Act