

# *Parsippany-Troy Hills Township Schools*

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## **FFCRA EARNED SICK LEAVE**

*(One-time use- up to 80 hours)*

The District has FFCRA Earned Sick Leave set up in our AESOP system. It is important to note, that if an employee is going to use FFCRA Earned Sick Time, it is for a ten-day period (i.e. 10 consecutive days- the district does not allow “Intermittent” FFCRA Earned Sick Time). Moreover, it is important to note that the district will require medical documentation from the employee’s health care provider if they are going to utilize “FFCRA Earned Sick Time.”

With that being said, if an employee is going to utilize FFCRA Earned Sick Time, the employee should put in for “Their Own Sick Days” in AESOP, then email Lisa Lubertowicz-DeKlieine so that she can make the change from an employee’s “Own Sick Days” to FFCRA Earned Sick Time.

Additionally, the employee will need to download the FFCRA LOA Request Form COVID-19 from our HR Website, and complete the form (without the completed form, Mrs. Lubertowicz cannot make the sick day change). On the form, under “Type of Leave Requested,” the employee should check the box Titled: “Continuous.” The employee should also check the appropriate box which applies to their current medical condition, and/or situation. As stated above, please include documentation from your health care provider along with the completed FFCRA LOA Request Form and email this information to both Lisa Lubertowicz at [llubertowicz@pthsd.net](mailto:llubertowicz@pthsd.net) and to Jeanne Gladis at [jmgladis@pthsd.net](mailto:jmgladis@pthsd.net).

The district cannot allow employees to input their own FFCRA days. Employees are allowed up to “80 hours” of Earned Sick Leave to be used one time. Once the 80 hours has been exhausted, employees do not receive another 80 hours of FFCRA Earned Sick Leave. For the aforementioned reason, the district must track how many days are used by an employee.

Please remember, the FFCRA Earned Sick Leave daily rate is capped at \$511.00 a day, or \$200.00 per day (depending on the reason) so employees may elect to take “Their Own Sick Days” instead of an FFCRA Earned Sick Days due to the fact that their own sick days may pay them more money.

### **As per the FFCRA:**

A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period for reasons (1)-(4) and (6).

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.