



WESTERN PNEUMATICS, INC.

EMPLOYEE RIGHTS GUIDELINES AND LEAVE REQUEST INFORMATION

Due to the Federal Employee Rights leave programs that are in effect as of April 1, 2020 the following guidelines must be adhered to in order to qualify for Paid Sick Leave and/or Family Leave Under the Families First Coronavirus Leave Act.

- When your absences are related to COVID-19, HR must be notified immediately.
- Documentation from your medical provider will be required for COVID-19 related absences if you are ill.
- Documentation from your medical provider will be required for self-quarantine absences.
- Documentation from your medical provider will be required if you are absent due to caring for an immediate family member that is under COVID-19 medical care.
- Documentation from School/Day-Care provider stating closure due to COVID-19 pandemic and you are absent to take care of your children.
- Use the flowchart(s), to determine which leave you are applying for.

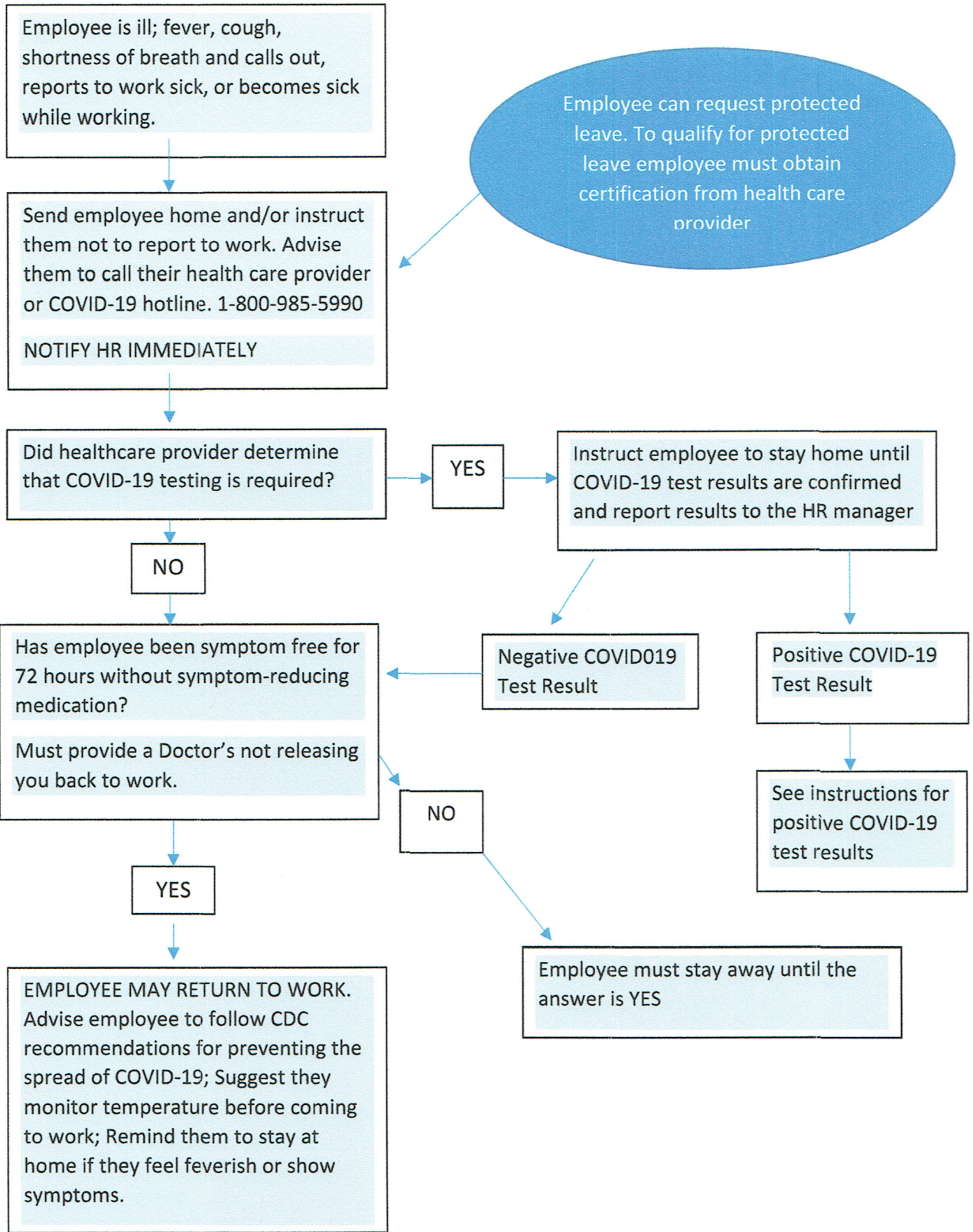
WPI standard PTO will not be applied when leave is under The Families First Coronavirus Leave Act.

Currently the Employee Rights leave runs through December 31, 2020, at that time COVID-19 leave PTO will not roll over into 2021. COVID-19 PTO will not be added to your WPI standard PTO bank, nor will the COVID-19 PTO be cashed out.

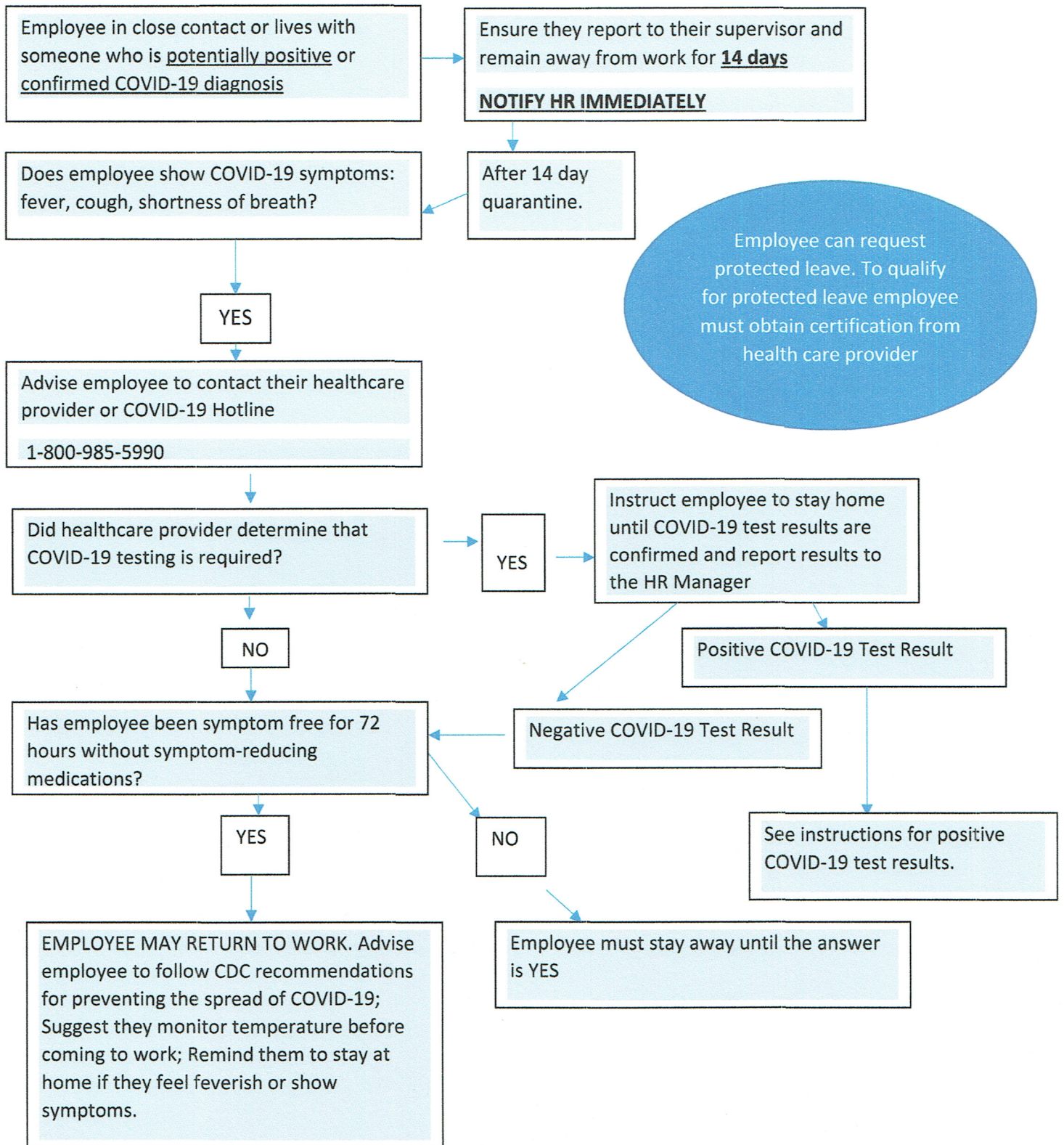
After reading the Employee Rights posting, if you have any questions please don't hesitate to ask me.

Regards,
Earline

WESTERN PNEUMATICS, INC. – EMPLOYEE SICK WITH FLU-LIKE SYMPTOMS



WESTERN PNEUMATICS, INC. – EMPLOYEE IN CLOSE CONTACT OR LIVES WITH SOMEONE POTENTIALLY POSITIVE FOR COVID-19



EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

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| <ol style="list-style-type: none">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); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



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