



Your Rights Under The Families First Coronavirus Response Act

Effective: April 1, 2020

The Families First Coronavirus Response Act (FFCRA) 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.

The full policy is available on the breakroom kiosks, internal shared network drives, and the Company’s Employee COVID-19 website. The purpose of this document is to be a simplified resource to understand your rights under this act.

Paid Leave Entitlements

Generally, employers covered under FFCRA 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;
- 2/3 for qualifying reasons #4-6 below, up to \$200 daily (or \$25.00/hour) and \$2,000 total; and
- Up to 10 weeks more of paid expanded Family and Medical Leave Act (FMLA) leave paid at 2/3 for qualifying reason 5 below, up to \$200 daily (or \$25.00/hour) 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 full 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 FMLA leave for reason #5 below.

| Qualifying Reasons for Paid Leave Related to COVID-19 | |
|---|---|
| An employee is entitled to take leave if unable to work or telework because the employee: | |
| Paid at 100% [up to \$511/day & \$5,110 total] | Paid at 2/3 [up to \$200/day & \$2,000 total] |
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. *Not applicable to DeLong’s employees due to Company status “essential business.” | 4. is caring for an individual subject to either reason 1 or 2. |
| 2. has been advised by a healthcare provider to self-quarantine related to COVID-19 | 5. is caring for their child whose school or place of childcare is closed (or childcare provider is unavailable) due to COVID-19 related reasons |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis. | 6. is experiencing any other substantially similar Condition specified by the U.S. Department of Health and Human Services |

Frequently Asked Questions (FAQ's)

Where can I find a copy of DeLong's, Inc.'s full policy regarding this paid leave time?

Multiple locations. It is (1) posted to the COVID-19 employee page on the DeLong's website, (2) available on the breakroom computer kiosks, (3) posted to the shared network "Anybody" drive, (4) sent attached to a text notification, and (5) emailed to all company email addresses. A printed copy may also be requested by calling HR (573-635-6121 x 1264), emailing HR (careers@delongsinc.com), or texting the "All Employees" contact via the Remind platform.

Will any DeLong's Inc. employees be eligible for leave under Reason 1?

No. DeLong's, Inc. has been classified as an "essential infrastructure business" under all current "shelter-in-place" and "stay-at-home" orders. As an employee of an essential business, you are still allowed to work per all current orders. A copy of our COVID-19 essential business confirmation letter is available on our COVID-19 employee website should you need it.

Do I still have to call in to report my absence?

Yes. All call-in procedures as stated in the DeLong's, Inc. Attendance and Time Policy are still in effect. Failure to appropriately report your absence prior to the scheduled start of your shift will result in 0.5 attendance point for "no-call/no-show," regardless of the absence's paid or protected status.

Is there any paperwork I need to complete to take this paid leave?

Yes. The request must be made in writing, and the specific qualifying reason must be specified. Depending on the reason specified, supporting documentation may also be required. See full policy for specifics. Verbal notification will be temporarily accepted while awaiting the written notification. Written notification may be submitted via:

1. Sick Leave Request Form on the DeLong's, Inc. website.
2. Text message to the "All Employees" contact via the Remind platform.
3. Email to careers@delongsinc.com
4. Fax to: 573-564-4715

It will be the employee's responsibility to remain in contact with HR regarding necessary documentation.

Do I have to use my Paid Time Off (PTO)?

No. Employees may choose to use their PTO during any unpaid portion of leave but are not required to do so.

Can PTO be used to off-set the 1/3 reduction in pay for leave taken at 2/3 rate of pay?

No. Hourly employees may still request a pay out of any accrued PTO at any time, but PTO and this paid sick leave cannot be run concurrently through the timekeeping/payroll system.

Will this paid leave retro back and cover any previous COVID-19 related absences?

No. This paid leave will only apply to qualified absences occurring on or after April 1, 2020, through December 31, 2020.

Is this expansion of FMLA an addition to the total amount of FMLA to which I am entitled?

No. Eligible employees are still only entitled to a total of 12 weeks of FMLA per set administrative year as defined by the company. If an employee has already exhausted their FMLA entitlement for this administrative year, they are not eligible for any FMLA leave under this expansion. If an employee has already used four (4) weeks, they would only have eight (8) weeks available under this expansion. Any time used under this expansion reduces the total 12-week entitlement for other issues.