

# 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"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>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; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
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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://dol.gov/agencies/whd)



WH1422 REV 03/20

## BUCKS COUNTY TECHNICAL HIGH SCHOOL

**Act 153 of 2014** requires all employees of public and private schools, intermediate units and area vocational-technical schools, to renew the following background checks every five years: the Federal Criminal History Record; the Pennsylvania State Criminal History Background Check; the Child Abuse History Clearance.

### **Obtain your Federal Criminal History Record, as follows:**

Fee: \$23.85

- You must schedule an appointment on the Identogo website or by making a phone call prior to going to the fingerprint location.
- Register online at <https://uenroll.identogo.com>.
- Enter the following Service Code: 1KG6NX  
OR
- Schedule an appointment by calling 844.321.2101.
- You will need to bring ID with you to the fingerprint location. Review the attached list of acceptable pieces of identification.
- After you register, print the final page of your registration. You will also receive an email confirmation. Both will have a "UE ID" Code.
- Take the sheet with the "UE ID" Code and your piece of ID with you to the fingerprint location.
- Payment will be made at the fingerprint location with a credit card or money order only.
- Submit the receipt you receive from Identogo.
- Your results will be sent to your email address. You will have one opportunity to open the email and print the results.
- Submit your results and/or your "UE ID" Code.

### **Identogo Locations**

225 Lincoln Highway, Ste 100  
Fairless Hills, PA 19030

2824 Street Road  
Bensalem, PA 19020

705 Shady Retreat Road  
Doylestown, PA 18901  
(BCIU #22)

### **PA State Police Criminal Record Check:**

Fee: \$22.00

- Access the PATCH system at <https://epatch.state.pa.us>
- Select "Submit a New Record Check".
- Complete the requested information.
- Submit your credit card information.
- Your result will be either: "No Record" or "Request Under Review".
- Print this page.

### **PA Child Abuse History Clearance:**

Fee: \$13.00

- Go to <https://www.compass.state.pa.us/CWIS>
- You will need to create an account in order to submit your request.
- You can request that a copy be mailed to your home.
- You will receive an email when your results are complete.

**All forms must be submitted to:**  
**Karen Moyer, Human Resources Coordinator,**  
**Bucks County Technical High School**  
**610 Wistar Road**  
**Fairless Hills, PA 19030**  
**[kmoyer@bcths.com](mailto:kmoyer@bcths.com)**  
**fax: 215.949.9405**

(Employee Background Renewal)