

## COVID-19 Emergency Paid Sick Leave Policy

PAVIR provides eligible employees with COVID-19 emergency paid sick leave under certain conditions.

### Eligibility

All employees are eligible for emergency paid sick leave.

### Reason for Leave

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. Subject to a specific quarantine or isolation order (shelter in place does not apply)
2. Advised by a health care provider to self-quarantine
3. Experiencing symptoms and actively seeking diagnosis (i.e., making, waiting for, or attending a medical appointment)
4. Caring for an individual in category 1 or 2 above
5. Caring for a child whose school or childcare has closed or is unavailable
6. Seeking or waiting for the results of a diagnostic test or awaiting a medical diagnosis
7. Obtaining a COVID-19 vaccine
8. Recovering from any illness, injury, or condition related to such vaccine

### Duration/Compensation

Employees are entitled to:

- **Full-time employees:** Ten days (80 hours) of pay at their regular pay rate for reasons 1-3 and 6-8 listed above relating to their own illness. However, when caring for a family member (for reasons 4 and 5) sick leave is paid at two-thirds the employee's regular rate.
- **Part-time employees:** Pay for the number of hours the employee works, on average over the last six months, over a two-week period, paid at two-thirds the employee's regular rate.
- Paid leave under this policy is limited to \$511 per day (\$5,110 in total) where leave is taken for reasons 1-3 and 6-8 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4 and 5 (care for others or school closures)

### Requesting Leave

If you need to take emergency paid sick leave, provide notice to PAVIR HR at [HR@pavir.org](mailto:HR@pavir.org) as soon as possible. Normal call-in procedures apply to all absences from work.

### Retaliation

PAVIR will neither retaliate nor tolerate retaliation against employees who request or take leave in accordance with this policy.

### Expiration

This policy expires on September 30, 2021.