

CORONAVIRUS EMERGENCY LEAVE POLICY-Temporary Employees

Effective as of April 1, 2020, and lasting until December 31, 2020 unless otherwise changed, this Policy controls all leave policies of Global Technical Recruiters

Global Technical Recruiters now provides eligible employees with emergency leave to the extent required by the Emergency Family and Medical Leave Expansion Act as well as the Emergency Paid Sick Leave Act (both are referred to as “Emergency Leave”).

All employees must first use all Emergency Leave, if eligible to do so, before using any accrued leave for the same purpose.

If you are not eligible to use Emergency Leave, then the regular leave policies will apply. If you have exhausted all Emergency Leave, then the regular leave policies will apply.

PROCEDURE

- For any leave that starts on or after April 1, 2020, you must submit your request using the Coronavirus Leave Request Form.
- For any leave that began before April 1, 2020, and continues on or after April 1, you must resubmit your request using the Coronavirus Leave Request Form.
- You can contact Katie Abate (kabate@gtrjobs.com), to submit the Coronavirus Leave Request Form. *You do NOT need to show up to work to request the leave.*

ELIGIBILITY

- All employees are eligible to receive **Emergency Paid Sick Leave**.
- Employees who have been with Global Technical Recruiters for at least thirty (30) calendar days will be eligible to receive **Emergency Childcare Leave**.

REASONS FOR LEAVE

- You may use **Emergency Paid Sick Leave** if you are unable to work (or work remotely) because of any of the following:
 1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
 2. You have been advised by a health care provider to self-quarantine because of COVID-19;
 3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
 4. You are caring for an individual who has been ordered or advised to quarantine or isolate;
 5. You are caring for your child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
 6. You are experiencing substantially similar conditions as COVID-19, as defined by Health and Human Services.
- You may use **Emergency Childcare Leave** if you have been employed by Global Technical Recruiters for at least thirty (30) calendar days and are unable to work (or work remotely) to care for your child under 18 years old because his/her school or daycare is closed or his/her childcare is unavailable due to coronavirus concerns.

COMPENSATION FOR EMERGENCY PAID SICK LEAVE

- Full-time employees will receive up to 80 hours of leave.
- Part-time employees will receive the number of hours the employee works on average over a two-week period.
- Leave will be paid at regular rate up to \$511 per day (\$5,110 total) for Emergency Paid Sick Leave taken for reasons 1, 2, or 3.
- Leave will be paid at regular rate up to \$200 per day (\$2,000 total) for Emergency Paid Sick Leave taken for reasons 4, 5, or 6.

COMPENSATION FOR EMERGENCY CHILDCARE LEAVE

- All eligible employees will receive up to twelve (12) weeks of Emergency Childcare Leave.
- The first 2 weeks (10 days) will be unpaid, but you can elect to supplement with other paid leave, beginning with Emergency Paid Leave and then any other available accrued leave, up to the full amount of your regular pay.
- The remaining 10 weeks will be paid Emergency Childcare Leave at two-thirds your regular rate, up to \$200 per day (\$10,000 total).
- For the Remaining 10 Weeks, employees may elect to use any other accrued paid leave under Global Technical Recruiters policies to supplement the paid Emergency Childcare Leave up to the full amount of their regular pay.

Global Technical Recruiters is pleased to provide both the Emergency Paid Sick Leave and the Emergency Childcare Leave. It is important for Global Technical Recruiters to maintain complete and accurate records of the use of leave and we thank you for your cooperation.

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Please note, submitting the Coronavirus Leave Request Form still requires approval by Global Technical Recruiters. If you need assistance in completing the Form, please contact Stephanie Bondi (sbondi@gtrjobs.com), and she will assist you.

This policy should be construed in a manner consistent with the Emergency Family and Medical Leave Expansion Act as well as the Emergency Paid Sick Leave Act, and should not be construed to grant leave or rights beyond the requirements set forth in those laws.