

Your Responsibility to Provide Paid Sick Leave

You are receiving this notice because your employee _____ has been placed under an isolation order related to COVID-19 or has been advised by the Health Department to self-quarantine related to COVID-19. As an employer, you are responsible for providing your employee with any paid sick leave that they are legally entitled to during this time of isolation.

Under the Families First Coronavirus Response Act, most employers are required to provide employees with **two weeks of fully paid sick leave** if the employee needs leave because they are subject to a COVID-related isolation order or have been advised by a health care provider to quarantine. Employees who need leave because they are experiencing COVID-19 symptoms and seeking a medical diagnosis are likewise entitled to two weeks of fully paid leave. Employees may also be entitled to paid leave to care for family members impacted by COVID-19.

The Families First Coronavirus Response Act applies only to private businesses with fewer than 500 employees. However, California **food sector** employers and hiring entities with 500 or more employees nationwide are also required to provide two weeks of fully paid sick leave to employees who are subject to an isolation order or advised to quarantine under Executive Order N-51-20. In addition, private employers within the **city of Santa Rosa** must now provide two weeks of COVID-related emergency paid sick leave to their employees.

In addition, all employers in California must provide paid sick days to their employees under California Labor Code Section 246. Employees accrue paid sick hours at the rate of one hour per thirty hours worked, and employers are required to permit employees to take a minimum of three accrued days per year, beginning after the 90th day of employment. Some workers in Sonoma County may be entitled to additional days.

If your employee is entitled to COVID-19 related paid sick leave under the Families First Coronavirus Response Act or Executive Order N-51-20, you must provide this leave **in addition** to any paid sick days your employee has accrued under Labor Code Section 246 or company policy, and you may not require your employee to exhaust accrued leave before taking COVID-related leave. It is against the law to retaliate against an employee for taking or requesting sick leave under any of the above programs.

As a reminder, in addition to providing any leave your employees are eligible for, it is also your responsibility to post applicable Federal, State, or local sick leave laws in the workplace, and to regularly provide your employees with how many sick hours they have accrued.

For more information about your obligations regarding paid sick leave, please consult:

- **The United States Department of Labor**, FAQ Regarding the Families First Coronavirus Response Act: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>
 - **Start Small, Think Big**: www.startsmallthinkbig.org
 - **City of Santa Rosa will have information available for employers on their website by July 26th**
 - **Sonoma County Economic Development Board (707) 565-7170 Email: edb@sonoma-county.org**
 - **The Sonoma County Lawyer Referral Service: (707) 546-5297**
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Please consult the resources above for up to date information on your obligations.