

## MEMORANUDM COVID-19 & Paid Leave



TO: Tradepoint Atlantic Employees

From: Executive Team

Date: April 6, 2021

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### **COVID-19 & Paid Leave**

As the pandemic persists, Tradepoint Atlantic will continue take proactive steps to protect the employees and the workplace. As it continues to be the goal of TPA during these tough times to ensure that all essential services are provided without interruption, and that employees are safe within the workplace, we are encouraging employees to continue taking the CDC-recommended critical prevention measures to help end the COVID-19 pandemic. TPA is committed to participating in these critical strategies as well by continuing to voluntarily provide paid COVID-19 leave.

### **American Rescue Plan Act (ARPA)**

While the ARPA does not require employers to provide paid leave for employee absences related to COVID-19, it does allow for employers to voluntarily extend leave that is similar to the former mandated Families First Coronavirus Response Act (FFCRA) leave. Effective immediately, including COVID hours paid since January 1, 2021, and through September 30, 2021 TPA is voluntarily extending the Emergency Paid Sick Leave (EPSL) for up to 80 hours maximum, per employee, for the qualifying reasons listed in the FFCRA, as well as these additional qualifying reasons:

- The employee is obtaining a COVID-19 vaccination (2 hours cumulative leave allowed).
- The employee is recovering from an illness related to receiving the vaccine.
- The employee is seeking or waiting for test results or a medical diagnosis for COVID-19, or the employer has requested the employee to obtain the same.

### **Reporting & Documentation**

Please report to your manager your COVID related absence, along with providing any available documentation, who will then report to HR the specified reason for appropriate payroll coding and compensation.