

Memorandum



Metropolitan Transportation Authority

State of New York

Date April 1, 2020
To All MTA Employees
From Paul Fama, Chief People Officer

Re **NEW FEDERAL AND STATE COVID-19 RELATED LEAVE LAWS**

In response to the growing public health concern caused by COVID-19, three new laws now provide leave available to eligible MTA employees. Please see the two attached posters which detail the potential benefits now available.

1. **Federal Emergency Paid Sick Leave Act (“EPSLA”)**: The EPSLA enables employees to take up to two weeks of partial paid leave, subject to daily limits, for several COVID-19 related reasons. This leave does not require an employee to use their accrued sick leave balances, although they may choose to do so in order to receive full pay.
 - To apply for EPSLA leave, you should follow your normal process for sick leave application or contact your Human Resources representative. You will be required to fill out a request form and may be required to submit documentation.
2. **Federal Emergency Family Medical Leave Expansion Act (“EMFLA”)**: The EFMLEA expands the Family and Medical Leave Act (FMLA) to provide employees up to 12 weeks of job-protected leave to care for children in the event of a school closure or when a child care provider is unavailable due to COVID-19. Partial pay is provided for such leave, subject to daily limits.
 - The normal FMLA Self-Service Application, available on the BSC Portal will be amended to include an option for **COVID-19 Childcare**. We expect that the amended application will be available by Friday, April 3, 2020. You will be required to provide documentation for approval and processing.
3. **New York COVID-19 Paid Sick Leave**: The NY COVID-19 paid sick leave law provides MTA employees with 14 days of fully paid leave to employees who are subject to a mandatory or precautionary order of quarantine or isolation issued by the state of New York, the department of health, local board of health, or any governmental entity duly authorized to issue such order due to COVID-19. Please note that school closures and being directed to self-isolate by the MTA are not covered by this law. This leave does not require an employee to use their accrued sick leave balances.
 - To apply for NY COVID-19 paid sick leave, please contact your Human Resources representative. You will be required to fill out a request form and may be required to submit documentation.

For any questions on applying for leave under these laws, please contact your Human Resources representative. We expect that additional information will be forthcoming as we work to implement these recently enacted benefits.

For your convenience, each Agency's Human Resources Department can be reached at:

<u>Agency</u>	<u>Name</u>	<u>Contact Information</u>
NYC Transit	Arthur Mahler	Arthur.mahler@nyct.com (347) 643-8333
	Ronald Liburd	Ronald.liburd@nyct.com (347) 643-8154
	Lillian Kristiansen	Lillian.kristiansen@nyct.com (347) 643-7252
MTA Bus	Jennifer Wiehler	jennifer.wiehler@mtabusco.com (718) 696-3642
	Marlene Masiello	marlene.masiello@mtabusco.com (718) 696-3643
Bridges & Tunnels	Kim Leake-Sowell	KSowell@mtabt.org (212) 360-2950
	Deborah Wells	DWells@mtabt.org (212) 360-2946
LIRR	Kim Hanley	kmhanle@lirr.org (516) 523-6637
Metro-North	MNR FMLA Hotline	212 340 2112
HQ	Michael A. Kalish	MKalish@MTAHQ.org (917) 575-3693
	Judy Giberstone	jgiberst@mtahq.org (917) 597-1371
Construction & Development	Luz Pacheco	Luz.Pacheco@mtacd.org 646 252 3245
	Coleen Cohen	Coleen.Cohen@mtacd.org 646 252 3183