



Julie Milavec &lt;jmilavec@dglibrary.org&gt;

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## Policy and forms for Expanded FMLA & Employer Paid Sick Leave and Coronavirus Statement

4 messages

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**Julie Milavec** <jmilavec@dglibrary.org>  
To: All Staff <staff@dglibrary.org>  
Bcc: libraryboard@dglibrary.org

Tue, Apr 28, 2020 at 4:11 PM

Hi all,


I promise more information on work expectations as we begin the phased reopening plan. These were easier, since HR Source finally posted samples, and they are necessary. Please be patient, as we figure this out one step at a time.

Attached you will find DGPL's new policy and forms for the Families First Coronavirus Response Act (FFCRA) Expanded Family Medical Leave (EFLMA) and Employer Paid Sick Leave (EPSL), about which I previously sent the federally required employer posting. If you need to request leave under this policy, please fill out and return the appropriate attached form to Administration, per the policy. Obviously, these aren't applicable yet, as you are being paid as scheduled regardless of hours actually worked at this time. Once that changes, you will have these available to you as needed. They'll also be available on the Shared Staff Information drive.

Also attached is a statement about the coronavirus and our expectations for staff. It's pretty straightforward. Stay home if sick, tell us if you or a member of your household has COVID-19, that sort of thing.





Stay safe, stay healthy, and be well.

Bcc: Board of Library Trustees

**Julie M. Milavec** | Library Director  
Pronouns: she, her, hers  
Downers Grove Public Library  
1050 Curtiss Street  
Downers Grove, IL 60515  
(630) 960-1200 ext. 4300  
[www.dglibrary.org](http://www.dglibrary.org)  


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### 4 attachments

-  **EPSL Request Form.pdf**  
77K
-  **FMLA Leave Expansion and Emergency Paid Sick Leave DGPL.pdf**  
97K
-  **EFMLA Request Form.docx.pdf**  
100K
-  **Coronavirus Statement.pdf**  
230K

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**Kelly Kobayashi** <kkobayashi@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>

Wed, Apr 29, 2020 at 3:52 PM

Thank you, Julie! - Kelly K

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Virus-free. [www.avast.com](http://www.avast.com)

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**Julie Milavec** <jmilavec@dglibrary.org>

Mon, Jun 8, 2020 at 10:43 AM

To: Circulation Supervisors &lt;circulationsupervisors@dglibrary.org&gt;, Christine Lees &lt;clees@dglibrary.org&gt;, Admin Department &lt;admin-dept@dglibrary.org&gt;

Resending the policy and forms for Employer Paid Sick Leave. Dawn may qualify for this additional two weeks of sick time if she qualifies - which is basically being told by a doctor of the health department to quarantine or after getting a test while waiting for the results.

**Julie M. Milavec** | Library Director

Pronouns: she, her, hers

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**Christine Lees** <clees@dglibrary.org>

Wed, Aug 26, 2020 at 2:17 PM

To: Kathryn Hoos &lt;khoos@dglibrary.org&gt;

Cc: Admin Department &lt;admin-dept@dglibrary.org&gt;

Hi Kitty,

Attached to this email are the Employer Paid Sick Leave forms for you to fill out and return to Administration ASAP. As we spoke about this afternoon, since Kelly's doctor said he is treating her as COVID and advised you to self-quarantine for 14 days you cannot return to work until cleared. I hope Kelly is doing okay and that you do not develop any symptoms. Please let me know if I can help you in any way or if your kiddos here need any assistance while you are with Kelly.

Hang in there!!

Christine

----- Forwarded message -----

From: **Julie Milavec** <jmilavec@dglibrary.org>

Date: Tue, Apr 28, 2020 at 4:11 PM

Subject: Policy and forms for Expanded FMLA &amp; Employer Paid Sick Leave and Coronavirus Statement

To: All Staff &lt;staff@dglibrary.org&gt;

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Christine Lees

Manager, Circulation Services  
Downers Grove Public Library  
(630) 960-1200 ext. 4264

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