



Family First Corona Response Act (FFCRA)

Emergency Sick Leave

Eligibility Criteria

When an employee is:

1. subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions; or
6. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Is the employee able to telework

If yes, not eligible

If not able to telework

Criteria #1, #2, or #3:

Employee must submit FFCRA Emergency Sick Leave Form and required documentation to site administrator.

Criteria #4, #5, or #6:

Employee must submit FFCRA Emergency Sick Leave Form and required documentation (applicable on #4 and 6) to site administrator.

FFCRA Emergency Sick Leave Form and documentation submitted to the Director of Human Resources.

FFCRA Emergency Sick Leave Form and documentation (applicable on #4 and 6) submitted to the Director of Human Resources.

If approved, employee will be notified in writing by Human Resources for up to 10 days of leave at 100% of daily rate of pay.

If denied, employee will be notified in writing by Human Resources.

If approved, employee will be notified in writing by Human Resources for up to 10 days of leave at 2/3 of daily rate of pay.

If denied, employee will be notified in writing by Human Resources.

Employee must provide a medical clearance letter to the Director of Human Resources before reporting back to work.

Employee must provide a medical clearance letter to the Director of Human Resources before reporting back to work, if eligibility criteria #4 or #6 were met.

Emergency Family & Medical Leave Expansion

Eligibility Criteria

When an employee is:

1. subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions; or
6. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Employed for at least 30 calendar days prior to the leave **and** not eligible to telework

Employed for less than 30 calendar days prior to the leave **or** eligible to telework

Not Eligible

If meeting eligibility criteria, employee must submit FFCRA Emergency FMLA Expansion Form and required documentation (if applicable) to site administrator.

FFCRA Emergency FMLA Expansion Form and documentation submitted to the Director of Human Resources.

If approved, employee will be notified in writing of eligibility for up to 12 weeks of leave. The first 2 weeks are unpaid and up to 10 weeks paid at 2/3 of daily rate of pay.

If denied, employee will be notified in writing by Human Resources.

Employee must provide a medical clearance letter to the Director of Human Resources before reporting back to work, for criteria #1, #2, #3, #4 or #6.