

## **THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

Under the FFCRA Act employees are eligible for:

1. Two weeks of paid leave at the employee's regular rate of pay where the employee is subject to a quarantine or isolation order related to COVID-19; the employee has been advised by a health care provider to self-quarantine because of COVID-19; or the employee is experiencing symptoms of COVID-19 and is seeking a diagnosis if the employee is unable to work or telework.
2. Two weeks of paid leave at employee's 2/3 rate of pay to care for a family member who has to quarantine by the advice of a healthcare provider or experiencing COVID-19 symptoms or because the employee is caring for a son or daughter if their school or place of care is closed or unavailable due to COVID-19 precautions if the employee is unable to work or telework.
3. Up to an additional ten weeks of paid expanded FMLA leave at 2/3 the employee's rate of pay where an employee is unable to work or telework due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the childcare provider is unavailable, due to a define public health emergency.
4. Employees may request, but are not required, to use 1/3 accrued leave to cover any portion of the paid sick leave which only 2/3 covered under FFCRA.
5. Employees who request and are eligible for the FFCRA paid two weeks will not be required to utilize their accrued leave.
6. Employees are only eligible for this leave one time.
7. This leave will not be available after December 31, 2020.
8. Appropriate documentation will be required in support of the FFCRA/Expanded FMLA leave. Documentation must include:
  - (a) The employee's name;
  - (b) The date or dates for which leave is requested;
  - (c) A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
  - (d) A statement that the employee is unable to work, including by means of telework, for such reason.
9. In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, then the person's name and relation to the employee.
10. In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.