



Families First Coronavirus Response Act (FFCRA) Leave Request Form

Employee Name: _____ Today's Date: _____

Position: _____ Location: _____

Type of Request – Select All that apply:

Emergency Paid Sick Leave (self) Documentation Required **Dates of Leave** _____ **to** _____

I am unable to work due to a government issued quarantine or isolation order

I am unable to work due to direction to self-quarantine by a healthcare provider

I am unable to work due to symptoms of COVID-19 and I am seeking diagnosis by a healthcare provider

I am unable to work due to "a substantially similar condition" as specified by certain federal agencies

Emergency Paid Sick Leave (Caregiver) Documentation Required **Dates of Leave** _____ **to** _____

I am unable to work because I am the primary caregiver for someone with a COVID-19 related condition.

Name of Person Needing Care: _____ **Relationship:** _____

I am unable to work because my dependent child's school or childcare is closed due to COVID-19

Name(s) and age(s) of dependent children in household: _____

Name(s) of School(s) or childcare that is/are closed: _____

Public Health Emergency Paid Family Leave First 10 Days: _____ **to** _____

Dates of Paid Leave: _____ **to** _____

I am unable to work because my dependent child's school or childcare is closed due to COVID-19

Name(s) and age(s) of dependent children in household: _____

Name(s) of School(s) or childcare that is/are closed: _____

I hereby attest that I meet the criteria listed above and qualify for Emergency Paid Leave as I am unable to work, either at an assigned work site or in a remote assignment offered by PCSD. I understand that misuse of this leave is grounds for disciplinary action up to and including termination and PCSD may require repayment of leave benefits extended to me in good faith.

Employee Signature

Date

Email completed forms to vclaridge@pcschools.us

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
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| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

