



Families First Coronavirus Response Act (FFCRA) Extended FMLA (EFMLA) Summary

Summary Details:

- Eligible for extended Family Medical Leave (EFMLA) to care for a minor child under age 18, or over age 18 and who (1) has a mental or physical disability and (2) is incapable of self-care because of that disability, because their school or place of care is closed, or the child's care provider is unavailable, because of COVID-19.
- Eligible for pay through the FFCRA Paid Sick Leave program for the first 10 days at 2/3 the employee's regular rate of pay (up to \$200 per day).
- Following 10 weeks are paid at 2/3 of the employee's regular rate of pay (up to \$200 per day).
- Eligible to supplement the difference with your own sick leave, personal time, vacation and comp time.
- Must provide documentation of school/daycare closure. Must provide statement, if child is over 14 years of age, as to why you must provide care during daylight hours.
- Public safety employees may be exempt from some aspects of the FFCRA.

What you need to do if you believe you are eligible for EFMLA:

1. Contact Human Resources to fill out the Extended FMLA Request form.
2. Attach appropriate documentation to the Extended FMLA request form, i.e. childcare provider statement stating they are closed for reasons related to COVID-19, or documentation from HHS.
3. If approved for paid sick leave under the FFCRA, select the appropriate task on your timesheet:
 - a. COVID-19 Family Care for the first 2 weeks (80 hours) if you want to be paid.
 - b. COVID-19 Regular for the following 10 weeks of FMLA.