



Families First Coronavirus Response Act (FFCRA) Paid Sick Leave Summary

Eligible for 2 weeks (up to 80 hours) of paid leave at the employee’s regular rate of pay (up to \$511 per day) if:

1. I am subject to a Federal, State or local quarantine or isolation order related to COVID-19.
2. I have been advised by a health care provider to self-quarantine related to COVID-19.
3. I am experiencing COVID-19 symptoms and am seeking a medical diagnosis.

***Eligible for 2 weeks (up to 80 hours) of paid leave at 2/3 the employee’s regular rate of pay (up to \$200 per day) if:**

4. I am caring for an individual subject to an order described in (1) or self-quarantine as described in (2).
5. I am caring for my 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.
6. I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services (HHS).

***Eligible to supplement the difference with the employee’s own sick time, personal time, vacation and comp time.**

Must provide documentation for each case listed above.

Public safety employees may be exempt from some aspects of the FFCRA.

.....

What you need to do if one of the above options applies to you:

1. Contact Human Resources to fill out the Paid Sick Leave Request form.
2. Attach appropriate documentation to the paid sick leave request form, i.e Federal, State or local isolation order, appropriate documentation from your family member’s health care provider, 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 for reasons 1, 2 or 3 listed above
 - b. COVID-19 Family Care for reasons 4, 5 or 6 listed above

