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 Human Resources Department Representative.

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.

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

**FFCRA Emergency FMLA Expansion Form** and documentation submitted to the Human Resources Department Representative.

If approved, employee will be notified in writing by Human Resources 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 Human Resources Department Representative before reporting back to work, for criteria #1, #2, #3, #4 or #6.

**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 in HCPS 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**

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 Human Resources Department Representative.

If approved, employee will be notified in writing by Human Resources 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 Human Resources Department Representative before reporting back to work, for criteria #1, #2, #3, #4 or #6.